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FREE RESOURCE · INSPIRED

# Team charter

A template your team fills in together: how we communicate, how we make decisions and what we do when we disagree. With instructions for running the workshop.



**InspirED** • strengths-based training and coaching
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before you start

# A strong team doesn't happen by chance

Every team goes through similar stages of development, described by psychologist Bruce Tuckman in 1965. Agreeing on and writing down rules for working together helps you move through them faster and with fewer misunderstandings.

| | |
|---|---|
| **1** Forming | People get to know each other; they are polite and cautious. They need clear goals and roles. |
| **2** Storming | Differences of opinion and tensions appear. It's a natural stage – worth talking about rather than suppressing. |
| **3** Norming | The team agrees on rules and ways of working. Trust and a sense of community grow. |
| **4** Performing | The team works smoothly and independently, and differences become a source of strength. |

## how to run the workshop (about 90 minutes)

1. **Individually (10 min)**
   Participants write on sticky notes what helps and what gets in the way of working together.
2. **Clustering (20 min)**
   Group similar answers and name the areas – e.g. communication, meetings, decisions.
3. **Rules (40 min)**
   For each area, agree on 1–3 specific rules everyone can accept.
4. **Commitment (20 min)**
   Write the rules into the charter, sign it and agree when you'll come back to it.

printable

# Our team charter

Rules should be specific: “We reply to messages within one business day” works better than “We communicate well”.

| Area | Our rules |
| --- | --- |
| Our shared goal | |
| Communication (channels, response times) | |
| Meetings | |
| Decision-making | |
| When we disagree | |
| Recognition and feedback | |
| Using our strengths | |

Date: ..... We’ll review the charter on: ..... Team signatures: .....

what's next?

# Ready to take the next step?

This resource is a good start. If you want to bring about change across your whole team, we can help.

## From individuals to a strong team →

Training based on a communication styles test: your team learns about its differences in communication and develops rules for working together.

## Individual coaching →

One-to-one work for leaders and managers – on your specific challenges.

## Other trainings for companies →

Feedback, delegation, team engagement, Gallup strengths and more.

## Not sure where to start?

Book a free 30-minute online consultation. We'll talk about your needs and suggest the best first step.

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**Book a consultation**

**See our offer for companies**