



A Guide for Creating and Being a Part of a Powerful Team:

Build Great Teams

By Catherine Hakala-Ausperk

Includes printable worksheet for meeting participants

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BOOK DISCUSSION QUESTIONS

INTRODUCTION

- Describe the best team you've ever been a part of and share how belonging to it affected your work.

MONTH 1

- Describe a recent project your team completed that involved the work of many different people with different skills and backgrounds. How did the diversity of their skills and backgrounds contribute to the result?
- What organizational skills do you already have that help you manage your team effectively and where could you improve?

MONTH 2

- Most of us continue to do the same tasks over and over, even when they're no

longer necessary. What do you still do at work that could be changed or completely stopped?

- When was the last time you truly updated the interview questions you ask and, if you could do that today, what's the most creative question you could add to that list?

MONTH 3

- What's one thing that can really catch your eye when you begin reviewing applications – both for the good and not-so-good.
- What can you NOT learn about an applicant, simply by reviewing an application or cover letter?

MONTH 4

- What are some of the greatest interview questions you've ever asked or been asked? What made them great?
- If you get a flat answer to an interview question, how can you probe deeper?

MONTH 5

- Have you ever moved too quickly, or seen someone else do that, and hired the wrong person? What was the result?
- What happens on your new hire's first day at work? Is it welcoming enough? What else could you do?

MONTH 6

- How often do you sit down with a new hire and discuss their early successes or challenges? How often should you do this?
- What's the most recent training you've completed (that you were not required to do) to improve your team leadership skills?

MONTH 7

- We can learn a lot about successful coaching by thinking back to someone who has coached us and made a real impact. Share a coaching story from your past, then discuss how you might do the same for a member of your team.
- How might you improve as a communicator – in both speaking and writing?

MONTH 8

- What makes you most uncomfortable when it comes to disciplining a team member?
- Describe both a positive and a negative example of when a person was fired (not necessarily by you.) What lessons can you take away from both of these examples?

MONTH 9

- What should you do when you make the absolute wrong decision?
- What team leaders often need the most in order to grow their skills is the time to do so. List at least three of your duties that you could delegate, both to free up time for leadership and to help grow.

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MONTH 10

- What do you see as the value of strategic planning? If you don't see value, why not?
- What would be the best way to get all of your team members involved in creating your next plan?

MONTH 11

- Describe a component of your team's current workplace culture that you wish didn't exist.
- How can you (all) go about improving your culture?

MONTH 12

- Great teams need great leaders. Describe, in detail, one goal you'll set for yourself right now that will improve your leadership skills and, therefore, help you enhance your team.
- Author Levi Lusko once said, "Don't ask 'what if we train them and they leave?' Ask 'What if we don't train them and they stay?'" Commit now to enhancing training and growth opportunities for your team. Where will you begin?

**"Great things in business are never done by one person.
They're done by a team of people."**

— STEVE JOBS

Contact us to learn more or tell us about how this Discussion Guide sparked impact for you and your team!

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