

When Are You Being a Difficult Team Member?



At some point, everyone is a difficult team member. However, team members that consistently disrupt meetings are the ones to watch out for. Why? Because disruptive meetings discourage team members from speaking up, being heard, and valuing others' POVs.

These teams fail to achieve intended results.

Rate Yourself on a Scale of 1 to 3

- 1 = Rarely
- 2 = Sometimes
- 3 = Normally

QUIZ – When Are You Being Difficult?

1. Talk for the sake of talking.
2. Conduct side conversations.
3. Challenge attempts to move forward without a consensus.
4. Joke about everything that is said.
5. Interpret criticism of ideas as personal attacks.
6. Steamroll over others' ideas and insist "your idea is the only right one."
7. Critical of any ideas or concerns expressed by others.
8. Express skepticism during brainstorming instead of being open to any and all ideas.
9. Urge action without team alignment.
10. Insist on precise, clear definitions for each point or idea.
11. Accept excuses instead of taking initiative to obtain needed resources.
12. Fail to encourage everyone to express their thoughts and opinions.



Scoring

28 to 36. Listen up! These team members need to improve immediately or risk team failure! Training is required to develop effective team and meeting dynamics for everyone.

18 to 27. It's important to rock the boat when it needs rocking. Effective team dynamics and meetings require everyone to share thoughts and ideas, even when one no wants to hear them. Training and coaching of the entire team will blast through the walls of resignation.

12 to 17. "Why are you on the team?" Get over the fear of being considered a difficult team member. Stand up and speak up to contribute. Hiding out is not an option!



Make Meetings *FUN* Again!

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Top 10 Tips

1. Listen and ask questions that move a conversation forward. (Don't rehash or restate points already made.)
2. Ensure everyone has an opportunity to share thoughts and ideas.
(If someone isn't sharing, ask the person directly "what's your opinion about this?")
3. Start with the point or purpose when sharing. (This tip will shorten the need to talk around the topic and keep everyone's attention. Remember, people have short attention spans.)
4. Deep dive into POVs that are either too positive or too negative. (Ask questions to clarify someone's comments or off-the-wall statements. They may hold insight into an issue or solution.)
5. Brainstorm without making comments, except to ask for clarification. (First, listen; then, get clarification.)



6. Establish responsibilities and hold people accountable. (This is important to ensure team success.)
7. Stay away from stories that detract from discussion. (If stories are on-point, they help move a meeting forward. Avoid sharing gossip.)
8. Summarize results and assignments before moving on to the next topic. (This provides clarity and purpose of specific tasks. It allows team members to fully concentrate on the next topic.)
9. Meetings move along faster using before-meeting agendas and after-meeting minutes.
(Distribute meeting agendas and supporting documentation 24 to 48 hours ahead of time.
Distribute meeting minutes 24 to 48 hours after the meeting has completed.)
10. Train everyone to develop the key skills required to conduct effective meetings.
(Meeting facilitation skills include how to: resolve complaints, conflicts, and criticisms;
engage everyone to be a valuable contributor; and handle all the logistics.)

Jeannette Seibly is a well-seasoned award-winning executive coach. She has been a champion for people achieving results for the past 26 years. As a result, her clients have created more fun, 6-figure incomes, and success when working through confusing situations. Develop your team to achieve dynamic results! Contact Jeannette for straight talk with dynamic results.



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