

TEAM TALK

Good Work Design:

Knowing your team



Australian Government
Comcare



This team talk is part of a series created to help you discuss good work design with your team. Read the team talk to your team and use the questions to start a discussion.

Introduction

Knowing your team—and helping your team to know you—enables you to work better together and support each other.

This means understanding each other's strengths, skills, motivations, working styles—and aspects of people's personal lives, as appropriate.

Comcare's [Knowing your team video](#) and [better practice guidance](#) outlines four things great managers do to know their team. Let's watch the video—which is designed for managers but has messages that are relevant for all of us.

How to know your team

Focus on strengths:

- Understand that when we use our strengths to perform our work we are more engaged and energised.
- Know what your own strengths are and share them with your manager and your team.
- Ask others what their strengths are and pay attention to what they do well.
- Let people know what you think their strengths are.
- Look out for opportunities to use your strengths and discuss with your manager how you can best use your strengths in your work, including during performance development conversations.

Tap into motivations:

- Reflect on how you do your best work—including what motivates you—and share this with your team.
- Craft your work in a way that is motivating for you and enables you to do your best work. For example, if you find having a tight deadline is motivating, make sure that appropriate deadlines are set.

Get to know your team-mates:

- Be open and share information about yourself and your life outside work. You don't need to share everything, but enough to help your team get to know you. This will help your team and your manager to support you appropriately if or when you need it.
- Show interest in the lives of your team-mates, for example, by asking questions like 'How was your weekend at the coast?'
- Listen to what people choose to tell you and be responsive and supportive.





Take the time
to find out what
your colleagues'
strengths are



Discussion

- What do you find inspiring about your work and/or what do you enjoy doing?
- What drives you to do your best work?
- How do you get to know your teammates? What's working well?
- What problems have you encountered in this space and what solutions can you see?

Notes

This section can be used to record agreed actions arising from your discussion and/or attendance.

