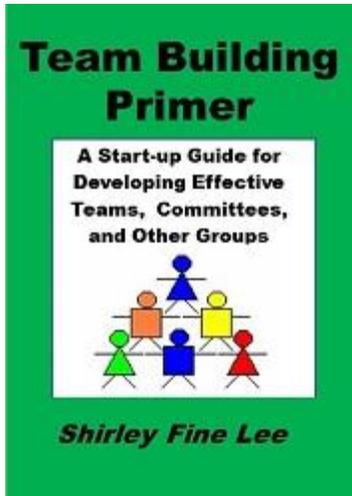




## Announcing a new book by Shirley Fine Lee!

### Team Building Primer: A Start-up Guide for Developing Effective Teams, Committees, and Other Groups



There are a lot of team building books out there that may help with developing existing teams. What is needed most from a team building book is not typical. What leaders and team members need to know is how to start a team off so they are more effective from the beginning. The key to starting teams off correctly or getting them back on track is to make sure they know why the team exists and what the team is to accomplish. If the team does not understand this, they will definitely falter and most likely fail.

“Team Building Primer” is designed as a guide to start developing or re-focusing teams, committees, or any other group. The primer is relevant whether it is used in non-profit groups, for profit businesses, or government. IT acts as a guidebook which may be used in a team training environment or as a self-paced tool in team and leadership meetings.

The primary objectives of this book are to guide team sponsors, leaders, and members through:

- Understanding the basic principles of teams, reasons for teams, and the necessary roles in teams
- Comprehending the importance team start-up through selecting members, defining procedures, and planning both meetings and training
- Agreeing that a team evolves through member involvement, actions, and role rotation, as well how to keep team records
- Considering when a team should be disbanded and related planning of administrative activities, team celebrations, and evaluation of team performance.

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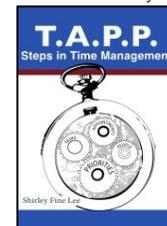
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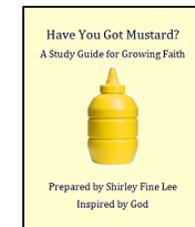
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