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# High-Performing Teams

## Building The Foundation

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**Prepared For**

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**Team Name**

Demo Team

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# The Birkman Method



The Birkman Method is a valuable tool to help high-performing teams uncover their Purpose as well as create Clarity and Psychological Safety. Birkman helps individuals and teams bring awareness to their Usual Behaviors in addition to the Interests and Needs they have in the workplace. When individuals can talk more clearly about their unique behaviors, and even more, better understand the approaches of others, teams can be more effective and intentionally leverage everyone's diverse styles.

Birkman...



is an assessment company that has helped people in the workplace **since 1951**



uses a scientifically **reliable and valid** approach to understand workplace dynamics



provides insight into behavioral and occupational information



is a tool with a **global reach** across 6 continents and 70 countries

“The reality of life is that your perceptions –right or wrong–influence everything else you do.

When you get a proper perspective of your perceptions, you may be surprised how many other things fall into place.”

Dr. Roger Birkman, founder and creator of The Birkman Method

There are three core insights from The Birkman Method that will help build your high-performing team:

1. Usual Behavior
2. Interests
3. Needs

# Leveraging Your Diverse Strengths

High-performing teams recognize and appreciate that team members can utilize a variety of behavioral approaches to achieve success and that the best teams intentionally leverage their diverse strengths..

Your Usual Behavior shows that you tend to be **Insistent**, **Assertive**, and **Social**. Take a moment to reflect on how these behaviors characterize your approach at work. In the space below, write about how these behaviors act as strengths and specific ways you can leverage them in the future.

## Insistent

### How this behavior is a strength for me:

- You are thorough when planning and preparing.
- You tend to work carefully and strive for accuracy.
- You approach projects in a structured and methodical manner.

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## Assertive

### How this behavior is a strength for me:

- You naturally speak up and express your opinions openly.
- You seek to influence and convince others of your point of view.
- You are quick to take a stand and enjoy exercising authority.

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## Social

### How this behavior is a strength for me:

- You have a friendly and approachable style.
- You tend to be active in group discussions and meetings.
- You find it easy to start conversations, even with new people.

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# Your Team's Overused Strengths

Below are the three ways that your team's strengths can turn into liabilities

## Paced

At times, does your team's Paced style come across as being too slow to act?

Tips to keep in mind:

- Be intentional about completing tasks rather than only thinking about them
- Create a checklist of items to get done every day
- Put dedicated time toward thinking and use the rest of your time for implementation

## Expressive

At times, does your team's Expressive style come across as being too emotionally charged?

Tips to keep in mind:

- Focus on practical ideas and outcomes
- Emphasize facts and concrete objectives
- Communicate in a slow, methodical manner

## Reflective

At times, does your team's Reflective style come across as though members are over-processing information?

Tips to keep in mind:

- Emphasize immediate execution and actionable next steps
- Simplify problems and decisions by intentionally focusing on core issues only
- Make decisions at an 80% confidence level, not 100%

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Have you seen these behaviors play out in an ineffective way on your team? What are the signs that your team may be over-using these behaviors?

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How might your team benefit from the opposite approach of being **Active, Practical, and Decisive**? What effective tactics might you consider employing? You can reference the Glossary of Usual Behaviors for definitions.

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What are three action items your team can commit to doing when you see these behaviors turn into liabilities? How can your team manage these behavioral challenges more effectively in the future?

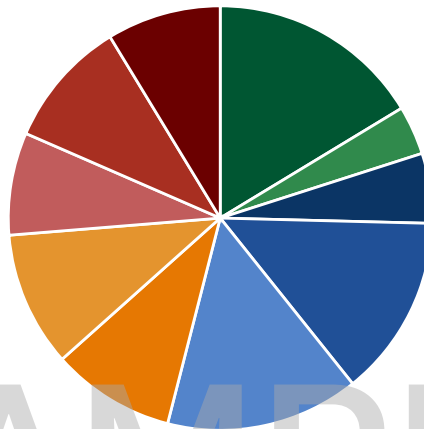
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# Your Interests at Work

High-performing teams understand that each team member is motivated in different ways. They ensure that all Interest areas are accounted for, even those that they do not naturally prioritize.

Your Motivational Focus shows what activities you are most likely to prioritize and value, as well as the environments you are most likely to engage in based on your Birkman Interests. Below you can see how much you focus on each Interest relative to the others. *For reference, the average level of each Interest for the general workplace population is 50, and the maximum value is 99.* How much are you more or less motivated by each one?

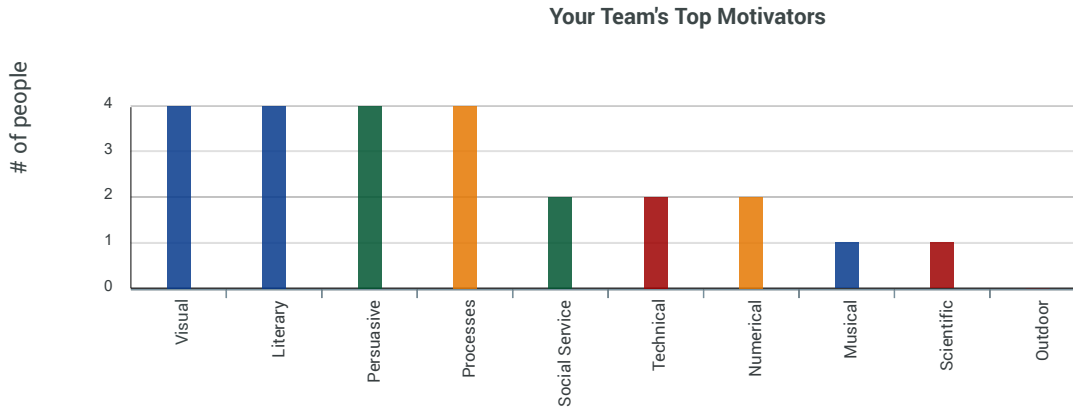
Your Motivational Focus



Outdoor 49	Activities or projects with physical movement and exposure to natural elements	Persuasive 92	Influencing others to your point of view through the use of verbal communication
Technical 55	Knowing how things work as well as using technology and machinery	Social Service 21	Personally helping or advocating for others
Scientific 44	Analyzing and discovering why things are the way they are	Musical 30	Auditory sensitivity to sound, including tone of voice and noise in your environment
Processes 58	Administration of systems and project management	Visual 78	Creating an impact through aesthetics and design
Numerical 53	Financial or data analysis and analyzing metrics	Literary 83	Composing thoughts and gathering information through reading and writing

# Motivating Your Team

Below is a graph of your team's top motivators, which reveals how many members have an above average Interest in each area. Pay attention to the motivational areas that are most extreme for your team.



## IMPLEMENTING

Interest in implementation and hands-on work. Solving practical problems.

## ANALYZING

Interest in working with data and processes. Doing detailed work.

## COMMUNICATING

Interest in working directly with people. Influencing others.

## IDEATING

Interest in creative and strategic projects. Working with ideas.

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What areas is your team the least interested in? Do you need to prioritize these areas more in the work you do? Based on your team's function, might this be a blind spot you need to be aware of?

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# Communicating Your Needs

High-performing teams are aware that each member has different Needs. Team members know how to communicate these expectations to ensure they get the support they prefer from their work environment to be most productive.

Below you will find information on your top three Needs, which are **Social Inclusion**, **Downtime**, and **Directive Authority**. Review your Needs and identify specific actions you can take or phrases you can communicate to help get your Needs fulfilled.

## Social Inclusion

### Communicating my Needs:

Do you ever feel overwhelmed when you have too much time alone? That may be because you expect social inclusion from others.

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You may find that:

- You need to feel included and accepted in social activities and group work.
- You prefer to have many acquaintances.

## Downtime

### Communicating my Needs:

Do you ever feel overwhelmed by too many immediate demands? That may be because you expect downtime in your schedule.

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You may find that:

- You expect to have time to allow for thinking and planning.
- You prefer to slow down your pace at times.

## Directive Authority

### Communicating my Needs:

Do you ever feel frustrated when you don't have the opportunity to openly share your opinions? That may be because you expect a directive authority from others.

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You may find that:

- You need strong, clear, verbal direction from superiors.
- You prefer environments that encourage the voicing of opinions.



# Action Plan: Team Analysis

It's important to document next steps and to put insights into action. Work with your team to complete the Team Analysis below.



Purpose



Clarity



Psychological Safety

Team Current Climate

Key Learnings

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Challenges and Opportunities for Development

# Impact Future Outcomes

Now, using your findings from the “Challenges and Opportunities for Development” on the previous page, create an Action Plan to purposefully impact your team’s future outcomes.

**Description of Challenge:**

**Description of Desired Outcome:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Tasks or Objectives</b> What do we need to do?	<b>Stakeholder(s)</b> Who is responsible?	<b>Resources</b> What do we need?	<b>Due Date</b> When should it be done?
<h1>SAMPLE</h1>			

# D. Demo



## My Usual Behaviors are...

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### Insistent

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You are structured and methodical in your approach.

### Assertive

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You openly share and assert your opinions.

### Social

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You are outgoing and find it easy to talk to people.

## I Need...

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### Social Inclusion

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You need to feel included and accepted in social activities and group work.

### Downtime

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You need to manage your schedule to allow time to think and plan.

### Directive Authority

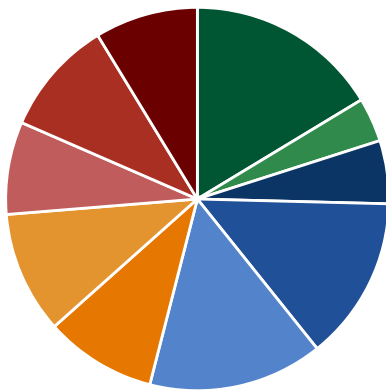
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You need strong, clear, verbal direction from superiors.

## I am Motivated by...

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### Birkman Interest Key

- Outdoor
- Technical
- Scientific
- Processes
- Numerical
- Persuasive
- Social Service
- Musical
- Visual
- Literary

# My Team



## My Team's Usual Behaviors are...

### Paced

Your team conserves its energy and plans before acting.

### Expressive

Your team has an enthusiastic style and tends to act on intuition.

### Reflective

Your team examines issues thoroughly.

## My Team Needs...

### An Outlet for Emotions

Your team needs to feel supported in their expression of feelings.

### Time to Process

Your team needs to have all of the information before deciding.

### A Sensitive Approach

Your team needs discussion around sensitive issues.

## My Team's Top Motivators are...

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