

**TEAMWORK**  
*First-Aid Kit*

**CHECK LIST**  
*for unlocking  
the potential of a team*

# CHECKLIST *for unlocking the potential of a team*

1

*Be aware of the capabilities of the team and utilize them*

2

*Make your skills and knowledge explicit in the early phase of the project*

3

*Create common ways of working and team culture at the beginning of the project*

4

*Make sure that the atmosphere is appreciative, encouraging and supportive*

5

*Be open to everyone's crazy, funny and impossible ideas without judging them immediately*

6

*Remember to give positive and constructive feedback to your team members*

7

*Organize informal gatherings with your team*

**SOURCE:**

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*.  
In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017).  
*Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.

1

*Be aware of the capabilities of the team and utilize them.*

WHY?

The value of a diverse team is in its heightened ability to solve complex tasks through the broad array of expertise, skills and knowledge but only when it is being properly utilized. The skills that others can bring to the project may not only be related to the educational backgrounds but also to the life experiences, passions and hobbies people have.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.

2

*Make your skills and knowledge explicit in the early phase of the project.*

WHY?

Only this way the team is able to utilize the expertise and knowledge.

The further the project proceeds, the more difficult it is likely to get to change the perception others have and promote your skills to others.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.

3

*Create common ways of working and team culture at the very beginning of the project.*

WHY?

Practices built early on stick and serve throughout the project and help in solving things out.

However, these mutually agreed practices need to be cultivated along the project.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.

4

*Make sure that the atmosphere is appreciative, encouraging and supportive.*

WHY?

Without feedback people don't know whether they are doing things right or the right things.

Positive feedback also increases confidence and strengthens the motivation of individuals.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.

5

*Be open to everyone's crazy, funny and impossible ideas without judging them immediately.*

WHY?

The level of participation on the divergent and convergent phases depends on how freely people can share their unique knowledge and bring up their own perspectives within the team.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.

6

*Remember to give positive and constructive feedback to your team members.*

WHY?

People feel more confident in opening up and freely sharing their thoughts.

Establishing this kind of an atmosphere comes from small things: small words of encouragement and appreciation and acts of help.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.



7

## *Organize informal gatherings with your team.*

WHY?

The teams that spent more (leisure) time at the beginning of the project to get to know the team members and to have fun with the team were less affected with the setbacks that occurred in the later phases of the project. Organizing informal gatherings with your team might help to keep the feel of togetherness even through tougher times.

SOURCE:

Rekonen, S. (2017). *Unlocking the potential of interdisciplinary teams*. In Björklund, T.A., Laakso M., Kirjavainen, S. & Ekman, K. (eds.) (2017). *Passion-based co-creation*. Aalto University, Helsinki. ISBN978-952-60-3740-0, pp. 90-101.