

**EFFECTIVE
TEAM 101**

Jose L. Berrios
ASA, MAAA, MBA

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Little Play-Book How to build an EFFECTIVE TEAM

Jose L. Berrios

berriosjose2@yahoo.com

Using Pool and other
Team Activities as
Your Tools

Typical Workshop

Format: In Person
Duration: Per Context

**Prior to the workshop
there are on-line
assignments**



TYPICAL CONTENT (FULL WORKSHOP)

INTRO

01

What is an Effective Team?

- + *Definitions*
- + *Concepts*
- + *Skill Building Games*
- + *Uncertainty*

02

Team Culture

- + *Environment*
- + *Play Guidelines and Game Rules*

03

Skills - The Foundation

- + *Basic Skills*

04

Communicate as a Team

- + *How*
- + *Lingo & Personas*

Effective Team

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Purpose

Emotional
Intelligence

Practice the
Games in
Appendix A

+ *Basic Concepts
and Tips*

+ *Key Components*
+ *Skill Building
Practice & Tips*

+ *8-Ball*
+ *9-Ball*
+ *Individual &
Team Exercises*

Effective Team

High Emotional Intelligence
+ Effective Team Communication
= Effective Team Performance



Process Norms

- ✓ **No-Cell Phone Use** - Please take your Cellphone and put it on the table in front of you. Give AI a break...
- ✓ **Listen** to your teammates - there is no right or wrong answer.
- ✓ Be conscious of **TIME**.
- ✓ **Have FUN**, it is only a game.

40 min to do this activity

1. Form Teams (5 min).

- **Locate your Team's Work Area (table #)**
- Select a **Secretary** to take notes
- Create a **Team Name**
- **Form a Circle** and follow next activity.

5-7 min for this activity.

2. Break-the-ice: **Individual Speed Intro;**

- Nickname (or Name only)
- Favorite Pet/Animal-Why?
- Favorite Food-Why?
- Favorite Hobby/Activity
- What is your Super Power
- What is your Biggest Fear

Team Communication



Effective Team Communication + Skill Building

5-7min for this
activity.

3. Assign **Order of Play** and **Cards**;

- Secretary deals cards to each teammate (**at least 3 cards per person**).
- Secretary and team decide **order of card placement**
- Each member must place a **single card at a time**.



10-15 min for this activity.

High Emotional Intelligence

4. When your team is ready, **team yells**



“JB”

to give you the final instruction.
Ready, Set, GO!



5 min wrap-up

- ✓ Team Secretary tells **what went well** and **what could have improved**.
- ✓ Main takeaways from this experience.
- ✓ **THANK YOU!!**

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