**Tools and Techniques - *Have Developed Good Team Processes***

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| **Areas of Discussion** | **Tools and Techniques to help you** |
| http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp**Forcefield Analysis - a problem solving and decision making tool** | [[http://www.staffnet.ggc.scot.nhs.uk/_layouts/IMAGES/icpdf.gif](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/Analysis.pdf) Forcefield Analysis](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/Analysis.pdf" \o ") |
| **5 Steps to Decision Making**  http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp | [[http://www.staffnet.ggc.scot.nhs.uk/_layouts/IMAGES/icdoc.gif](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/5%20steps%20to%20decison.doc) 5 Steps to Decision Making](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/5%20steps%20to%20decison.doc" \o ") |
| **Nominal Group Technique** http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp | [[http://www.staffnet.ggc.scot.nhs.uk/_layouts/IMAGES/icdoc.gif](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/nominal%20group%20technique.doc) Group Technique](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/nominal%20group%20technique.doc" \o ") |
| **12 Tips for Managing Effective Meetings** http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp | [[http://www.staffnet.ggc.scot.nhs.uk/_layouts/IMAGES/icdoc.gif](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/12%20tips%20for%20effective%20meetings.doc)Managing Effective Meetings](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/The%20OD%20Framework/Documents/12%20tips%20for%20effective%20meetings.doc) |
| **Article on the importance of effectively managing team conflict** http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp | <http://gclearningservices.com/assets/Managing_Conflict.pdf> |
| **Information/guidance on using a team** http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp**questionnaire** | [[http://www.staffnet.ggc.scot.nhs.uk/_layouts/IMAGES/icdoc.gif](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Ready%20to%20Lead/Documents/Using%20the%20Team%20Effectiveness%20Questionnaire.doc)Questionnaire Guidance](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Ready%20to%20Lead/Documents/Using%20the%20Team%20Effectiveness%20Questionnaire.doc) |
| **Questionnaire** http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Leadership%20inititiatives/PublishingImages/information%20mark.bmp | [[http://www.staffnet.ggc.scot.nhs.uk/_layouts/IMAGES/icdoc.gif](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Ready%20to%20Lead/Documents/Effective%20Team%20Processes.doc)Effective Team Processes](http://www.staffnet.ggc.scot.nhs.uk/Human%20Resources/Organisational%20Development/Ready%20to%20Lead/Documents/Effective%20Team%20Processes.doc) |