

RD&T Leadership Council Action Item: (C.1) Team Operations and Performance

Updated 06/15/00

Council Champion/Project Lead: Paula Ewen/Sue Lane

- (1) TITLE: Team Operations and Performance
- (2) DESCRIPTION OF INITIATIVE: This initiative is to provide assistance to the team leaders as they grow together to become even more effective RD&T team leaders with a shared purpose and direction.
- (3) IMPORTANCE/SIGNIFICANCE OF INITIATIVE: Teams are more effective when they: (1) have a shared purpose and direction; (2) understand strengths of individuals; and (3) work together to deliver high-value work that is relevant to FHWA and the DOT missions. (Linked to RD&T Top Priorities – last bullet)
- (4) PRODUCT/OUTPUT: Series of team leader retreats/workshops; FY 2000 Performance Evaluation Criteria; Individual Leadership Styles; Team Visions and Work Plans; Ideas for Continuous Improvement;
- (5) CUSTOMER: RD&T employees and contractors; Core Business Units, FHWA Resource Centers and Division Offices, anyone receiving a product or service from RD&T.
- (6) PARTNERS: RD&T teams and leadership.
- (7) COSTS: No direct expenses anticipated beyond professional and administrative support staff time.
- (8) SCHEDULE:
Note: Leadership of the team leader retreats/workshops will be rotated between the Offices at TFHRC.

Tasks	Month/Year:	9/99	3/00	Summer 2000	Fall 2000
1. Team Leader Retreat/Workshop		X	X	X	X
2. Leadership Styles		X			
3. FY 2000 Performance Evaluation Criteria			X		
4. Team Visions and Work Plans				X	
5. Ideas for Improving (ongoing)		X	X	X	X