

Team Effectiveness

One-page summary sheet • Three essentials for strong teams

01

Psychological Safety

Feeling safe to speak up without fear of blame or embarrassment.

Why it matters

People ask questions, share ideas, learn from mistakes and solve problems together.

How to build it

Listen without judging, welcome different views, admit mistakes and avoid blame.

Example:

A new employee reports a problem and the manager thanks them for speaking up.

KEY IDEA / Safety makes people more willing to share ideas.

02

Team Trust

Believing that colleagues are honest, reliable and supportive.

Why it matters

Trust helps people cooperate, share information and depend on one another.

How to build it

Keep promises, be fair and honest. Repair broken trust with apologies and reliable actions.

Example:

Colleagues finish their tasks on time and help someone who needs support.

KEY IDEA / Trust improves teamwork and performance.

03

Belonging

Feeling accepted, included and valued at work.

Why it matters

Belonging supports confidence, motivation and wellbeing; exclusion can cause silence.

How to build it

Welcome everyone, respect differences and give each person a chance to contribute.

Example:

A manager invites quieter team members to share their views in a meeting.

KEY IDEA / Inclusion encourages engagement and contribution.

MY REFLECTION

I think psychological safety has the biggest impact. When people are not afraid to speak up, they share ideas, ask for help and learn from mistakes. This also helps build trust and belonging.

ACADEMIC SOURCES

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