

# Team Acceleration Process

*Clarity. Commitment. Collaboration*



Leadership  
Strategies

## The Fast Track to High Performance

How do you take a group of people who have been thrown together to achieve a purpose and transform them into a high-performing team? Too often, cross-functional teams or project task forces begin without the essentials for success: a shared purpose, clear roles, trust, and effective communication. The result? Misalignment, power struggles, and lost time.

The Team Acceleration Process (TAP) is a proven two-day facilitated workshop that activates teams for success. By clarifying goals, defining roles and responsibilities, and building trust through structured collaboration, TAP ensures project teams launch strong and work together effectively from the very start.

## Why TAP Works

TAP is built on the “*Eight Essentials Every Team Needs*” framework. Through a combination of pre-work, structured facilitation, and team-driven decision-making, TAP creates the foundation for alignment, trust, and accountability. The process blends project orientation, team building, and skills development so that participants leave not only with a plan—but with the commitment and tools to execute it successfully.

## Duration

- Two-Day Facilitated Workshop (with prework completed in advance)

## Benefits

- **Alignment from the Start** – All team members understand the project’s purpose, deliverables, and success measures.
- **Defined Roles & Responsibilities** – Everyone knows their part in achieving the project’s objectives.
- **Shared Team Norms** – The group sets its own expectations for how they will operate and collaborate.
- **Improved Communication** – Team members gain insight into each other’s styles, strengths, and perspectives.
- **Critical Skills Development** – Practical training in areas such as effective meetings, interviewing, and stakeholder management.
- **Stronger Collaboration & Trust** – Build the relationships that fuel project momentum and resilience.

## Ideal For Teams

- Project teams
- Cross-functional task forces
- Newly formed leadership or implementation teams
- Any project involving 5+ people lasting 2+ months

## The TAP Process:

**Pre-TAP Preparation** – Key project elements (objectives, scope, deliverables, milestones) are documented in advance for review during the session.

**TAP Session (2 Days)** – Facilitated session covering three critical areas:

1. **Project Orientation & Work Plan Development** – Establish purpose, objectives, deliverables, risks, success strategies, and ownership of responsibilities.
2. **Team Building** – Explore communication styles and individual strengths; establish team norms and trust-building practices.
3. **Skills Building** – Equip the team with core project skills (e.g., effective technical meetings, managing client relationships).