

TEAM ESSENTIALS WORKSHOP

	Activity	Notes
09:00 – 09:30	Course gathers over refreshments	
09:30 – 09:50	Introduction & Introductions	
09:50 – 10:15	Resources Discuss delegates' pre-read of the 5-Element Team Effectiveness Framework and Workbook.	
10:00 – 10:55	Element #1, SITUATIONS Explain: Facilitator-led explanation/discussion of the Situations Element i.e. the importance of being aware of current and evolving context across the business and more widely; and the potential impact on the team. Introduce the frameworks and tools in the Situations section of the Workbook, picking up on any that delegates declared as being of particular interest in the opening session. Explore: Inquiry question. “How do I currently frame my team’s context, and how might some of the “ Situations” frameworks make me more aware of the risks and opportunities for adding value as a team?”	

	<p>Experiment (10 mins):</p> <p>Quick-fire round the room review of what delegates will take back to their workplaces to experiment with.</p>	
11:00 – 11:15	Break	
11:20 – 12:15	<p>Element #2, FOUNDATIONS</p> <p>Explain:</p> <p>Facilitator-led explanation/discussion of the Foundations Element.</p> <p>Introduce the frameworks and tools in Foundations section of the Workbook, picking up on any that delegates declared as being of particular interest in the opening session.</p> <p>Explore (25 mins):</p> <p>Inquiry question. “How do I position myself as a team leader (see Workbook, “What Kind of Leader?”), and what more can I do to develop connection and trust across my team in service of richer, braver, more creative conversations?”</p> <p>Experiment (10 mins):</p> <p>Quick-fire round the room review of what delegates will take back to their workplaces to experiment with.</p>	
12:20 – 12:50	<p>Element #3, ASPIRATIONS</p> <p>Explain & Explore:</p> <p>Facilitator-led explanation/exploration of the Aspirations Element.</p>	

	<p>Introduce the frameworks and tools in the Aspirations section of the Workbook, picking up on any that delegates declared as being of particular interest in the opening session.</p> <p>Facilitated cohort discussion around:</p> <ul style="list-style-type: none"> ○ The sort of team that delegates need to build to deliver on their team's Purpose. (Refer to Workbook). If individuals are happy they have the right model already, invite reflection in plenary around why this is so, and if there are certain circumstances or topics when a different structure may serve stakeholders better. ○ Where they self-assess they are on their team's development journey and what they are experiencing as team leaders. (Refer to Workbook). <p>Experiment:</p> <p>Quick-fire round the room review of what delegates will take back to their workplaces to experiment with.</p>	
12:50 – 13:00	RECAP	
13:00 – 13:30	Lunch	
13:00 – 14:15	<p>Element #4, OPERATIONS</p> <p>Explain & Explore:</p> <p>Facilitator-led explanation/exploration of the Operations Element.</p>	<p>Weather permitting, this session will be conducted outdoors.</p>

	<p>Introduce the frameworks and tools in the Operations section of the Workbook, picking up on any that delegates declared as being of particular interest in the opening session.</p> <p>Experiment:</p> <p>Back indoors, quick-fire review of what delegates will take back to their workplaces to experiment with.</p>	
<p>14:20 – 15:15</p>	<p>Element #5, INTEGRATIONS</p> <p>Explain:</p> <p>Facilitator-led explanation/discussion of the Integrations Element.</p> <p>Introduce the frameworks and tools in Integrations section of the Workbook, picking up on any that delegates declared as being of particular interest in the opening session.</p> <p>Use a constellations approach to explain a Systems view, Value Chains, and Team of Teams using delegates’ lived experience of their current context.</p> <p>Explore & Experiment:</p> <p>Sub-groups to explore one of the following, and then cross-brief in plenary how their framework could work in practice:</p> <ul style="list-style-type: none"> ○ Cross-Silo Leadership ○ Red Teaming ○ Collaboration Charter 	<p>Note. By modelling various techniques through the day we will be encouraging delegates to try these out with their own teams.</p>

	Final quick-fire review of what delegates will take back to their workplaces to experiment with.	
15:15 – 15:30	Break	
15:30 – 16:15	<p>AGREEMENTS & ACTIONS</p> <p>Part 1:</p> <p>Plenary session.</p> <p>Invite delegates to “Walk the Team Wall” (built up during the day) and review what has been captured during the day.</p> <p>Work in pairs to complete Action Scoping Sheets and hold each other to account for not dodging any of the questions!</p> <p>Part 2:</p> <p>Explain the coaching offer and proposed Holding-to-Account arrangements.</p>	
16:15 – 16:30	<p>Reflections, Close, Disperse</p> <p>Review the specific needs that delegates disclosed at start of day. Were these met?</p> <p>Any feedback on the process and content of the day?</p> <p>Close and disperse.</p>	