

One Day Team Building Workshop

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Facilitator's Agenda

Workshop Overview

The suggested design is for a one day workshop. The workshop is recommended for new groups (project teams, newly merged teams) or to refocus teams that may be experiencing energy and engagement issues.

The agenda has a suggested time for each module. The actual time will depend on the skill of the facilitator and the specific importance that the group places on each topic.

The materials below are recommendations. Depending on your skill as a facilitator, you may want to bring in your own materials.

Pre-Program:

1. Meet with each participant one-on-one using qualitative Organizational Development Q&A format to set the stage for the program (45 minutes per person).
2. Prepare summary flip charts for each Q&A section (3 hours).
3. Provide participant with a copy of The Culture Code by Daniel Coyle. [Note: substitute another reading or article/case study as necessary]
4. Communication Styles Assessment

Materials

1. **Book:** The Culture Code Each participant should be provided with a copy for reading before the workshop.

2. ***Appreciative Inquiry for Collaborative Solutions: 21 Strength Based Workshops* by Robyn Stratton-Berkessel:**

Depending on the specific team building need, this manual provides ready-made AI modules. A sample is attached for this workshop in Appendix A.



3. **Slide Deck:**




- a. Secrets of Highly Successful Groups
- b. Communication Styles
- c. Appreciative Inquiry

4. **Handouts:**

- a. Getting to Know You Exercise
- b. Appreciative Inquiry Exercise
- c. Communication Styles Workbook

Workshop Morning Session

 60 minutes Introduction and Overview	<ul style="list-style-type: none"> • Mindfulness centering exercise (5 minutes) <ul style="list-style-type: none"> ◦ NOTE: Facilitator may use any breathing or meditation you select • Getting to Know You exercise (55 minutes with debrief) <ul style="list-style-type: none"> ◦ Pair off and conduct appreciative inquiry exercise • Partners spend 1 minute introducing your team members to the group (1 minute for each introduction)
 75 minutes Secrets of Highly Successful Groups —discussion of Culture Code	Key Concepts: <ul style="list-style-type: none"> • Safety and Belonging: creating a space where people feel a sense of belonging • Vulnerability: leaders show vulnerability early and often to create

	<p>an authentic culture</p> <ul style="list-style-type: none"> Establish Purpose: build engagement through empowering behavior <ul style="list-style-type: none"> Note: Participants will have read the book as pre-work. Use slides to prompt discussion around each topic.
<p> 30 minutes</p> <p>Group Discussion: identify your team's traits using the Culture Code concepts</p>	<ul style="list-style-type: none"> What are we doing that works for our team? What can we start doing to make ourselves a highly successful group? <ul style="list-style-type: none"> Note: Facilitator takes each topic and charts group response highlighting what is working and what is lacking
<p>Break:</p>	<p>Recommended break</p>
<p> 90 minutes</p> <p>Development of your Affirmative Topics</p>	<ul style="list-style-type: none"> The Best of What Is" "Imagine What Could Be" "What Should Be" "What Will Be" <ul style="list-style-type: none"> Note: Facilitator introduces Affirmative Inquiry as a philosophy that seeks to use affirmative questioning and storytelling to build positive energy in the team. Use the slide deck and AI Discussion Sets; explain the process, then break team into work groups
<p> 15 minutes</p> <p>Wrap up</p>	<p>Wrap up</p>

Appendix A: Appreciative Inquiry Discussion Sets Teambuilding

Focus 1: Stories of High-Performing Teams

Break off into pairs:

1. Recall a story of a time when you were a member of a team that was performing really well.
 - a. What made it a high-performing team?
 - b. What about roles, goals, leadership, communications, behaviors, and the impact those factors had on the team?
 - c. What else impacted the team positively?
2. Remembering your story:
 - a. What was your role in the team and the strengths you brought to it?
 - b. What were the individual strengths of team members?
 - c. How did team members contribute to the success of the team?
 - d. How would you describe the team spirit?
 - e. What were some of the feelings expressed about the spirit?

Focus 2: Further Strengthening Our Team

Break off into a cohort made up of two pairs:

1. In your small groups, interviewers share highlights of their interview partners' stories of most successful team experiences.
 - a. As you listen respectfully (non-judgmentally), focus on the common themes that reveal the collective strengths of the teams. Jot those ideas down.

- b. Select one story that exemplifies the strengths of successful teams because in that story you will find the “positive core”—notice the successful attributes of a high-performing team.
2. **From the themes you discovered from your best stories of teamwork, what are your three wishes to further strengthen the team performance?** For example, it could be related to people, training, finance, environment, technology, strategy, marketing, company politics, processes, policies or something else.

Focus 3: Dream Team

Remain in your cohort:

1. **Taking the existing strengths and capacities of high-performing teams, imagine you come to work tomorrow and you begin to incorporate all of those elements to create the best and strongest team you can wish for.** What would that team be like?
2. **Use your fullest, uninhibited imagination to describe the work:**
 - a. How is it being done
 - b. The communication between and among the team
 - c. The kind of conversations are you observing
 - d. How you are acknowledging each other’s contributions
 - e. How you express your feelings
 - f. How you celebrate
 - g. How you take time out
 - h. How you learn
 - i. Anything else you can possibly imagine to create a great team

Exercise: Present your group’s dream team as creatively as you wish to the other groups.

It could be in any media including drawings, poetry, performance, presentations. Be imaginative!

Focus 4: Design & Destiny: Team Statement

Come together as the whole group.

After hearing each cohort's presentation, as a group, design your Team Statement.

Below is a sample the Facilitator can suggest as a template for the Team Statement.

The [Team Name] team will be the [Key contributions to the organization] for [Name of Company]. We will accomplish this by [Team enumerates what they will do to satisfy its mission].

This serves as their Team Statement around which they can build their brand.

Credit: The concepts inherent in this article are the author's interpretation of materials issued by iPEC®.