

Outstanding teamwork is more than just getting along with your teammates. It requires true collaboration:

- ◇ The ability to work together towards a shared goal;
- ◇ Clarity on the roles and responsibilities of each team member;
- ◇ The ability to capitalize on the strengths and abilities of all;
- ◇ A willingness to trust one another.

Collaborative teams can solve problems effectively, deal with the inevitable conflict that arises; and accomplish their goals.

This workshop provides teams the opportunity to define a new and more effective way to work together - to create collaboration. New teams can begin with great practices while existing teams can be revitalized.

How it works

This highly participatory workshop is designed for the whole team to attend. It moves the team members through the stages of team development starting with "Who am I?" and "Who are you?" through "Why are we together?" and ending with "How will we work together to achieve our goals?"

Exercises are used throughout the session to foster communication, to enable agreements, and to stimulate collaboration.

Creating Collaboration

"In the world today, there's plenty of technology, plenty of entrepreneurs, plenty of money, plenty of venture capital. What's in short supply is great teams. Your biggest challenge will be building a great team. Team wins."

John Doerr, Venture Capitalist
Fast Company, February-March
1997



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The workshop is customized for each team. Content can include:

The Diversity of Thinking Styles

Introductory exercise to promote communication among participants and to introduce the concept of differences in people and how they approach their work.

What is collaboration?

Lecture, exercise, and discussion on collaboration and teamwork; team success factors; and obstacles to team success.

Team Focus

Exercise to develop team purpose, objectives, measures, and actions.

Team answers the following questions:

Why do we (this team) exist? *[team purpose]*

If we are outstandingly successful, what will we accomplish? *[team objectives]*

How will we know when we have accomplished it? *[team measures]*

What do we have to do to accomplish this? *[high level actions]*

Roles and Responsibilities

Define what roles are and what responsibilities are. Exercise to define and identify the various roles, responsibilities, and skills of each team member.

Tips for Talking and Listening

Lecture and exercise on effective communication concepts and techniques. Topics include communicating with the intent of understanding versus communicating with the intent of advocating; accepting ideas from others; and coaching and feedback.

Making Decisions

Introduce different approaches to making decisions and the different times/situations when each is appropriate.

Group discussion on how team wants to make decisions (when each type of decision making will be appropriate) and how to ensure decisions are made in accordance with this agreement (ex: how to ensure that consensus decisions are truly consensus).

Team Operations

Discuss how the team will work together to achieve the agreed to goals. This includes such things as meetings, solving problems, informing others of issues or changes, etc.

Team Member Strengths

Exercise to provide each person an opportunity to identify the strengths in the fellow team members.