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| Team Building Meeting - Day 1 |
| Your Business NameYour Business Mission |

# Agenda Items

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|  | Introduction | * Ice Breaker
* What is the picture on everyone’s cell phone?
 | The purpose is for the team to get to know something about each other. Team building Ice Breakers are also fun. |
|  | Vision | * Review the vision of the company with the team.
* How often do they visit the vision?
* Does the team have a mission statement that aligns with the vision?
 | This is an activity for the new leader to understand how the employees see the vision. The new leader will learn what the vision is like in action. |
|  | Mission Statement | * If the team has a mission statement, would they like to keep it?
* If the team does not have a mission statement, begin to use inquiry to build a mission statement for the team.
* Use this statement to center the team in each meeting in the future
 | Establishing a mission statement with a new leader will point the team in the right direction. |
|  | Agreements | * Ask the team if there are any norms and agreements they usually follow for meetings.
* Let the team know that with a new leader they can come up with new agreements or they can stick to some old ones.
* Have the team take the time between this meeting and the next do decide on agreements they would like to keep. Also, let the team know that you, as the new leader will bring agreements you would like to see.
 | Re-norming the groups is a great way for the new leader to understand the group they are leading. Having employees think about the agreements that they would like to keep, will help them feel secure during this leadershiptransition. |

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| Team Building Meeting – Day 2 |
| Your Business NameYour Business Mission |

# Agenda Items

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|  | Introduction | * Ice Breaker
* What is a place you would never want to visit and why?
 | A new leader can Keep using ice breakers to get to know their team and their fun quirks. |
|  | Mission Statement | * Revisit the Mission Statement and decide if it needs to be adjusted.
* Let the team know you will add the mission statement to the agenda.
* Continue to this statement to center the team in each meeting in the future
 | Keep the team grounded in their goals as a team. |
|  | Agreements | * Ask the team which agreements they would like to continue from the previous leader.
* The new leader needs to let the team some meeting agreements they would like to have for meetings.
* Discuss how reasonable all agreements are. Can each team member actually meet these agreements or should they be adjusted?
* Let the team know you will all revisit agreements regularly and if they need to shift, you can all discuss this in future meetings.
 | As the team begins to explore what agreements they need from each other to have successful meetings, allow them time to shift the agreements. Agreements become accountability down the road.Be sure to add your team agreements to agendas going forward.  |
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