

TEAM BUILDING MEETING - DAY 1

Your Business Name
Your Business Mission

Agenda Items

Introduction

- Ice Breaker
 - What is the picture on everyone's cell phone?

The purpose of this activity 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 mission statement to center the team in each meeting in the future

Establishing a mission statement with a new leader will begin to align the team.

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 to 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 group is a great way for the new leader to understand the team they are leading. Having employees think about the agreements that they would like to keep, will help them feel secure during this leadership transition.

TEAM BUILDING MEETING – DAY 2

Your Business Name
Your Business Mission

Agenda Items

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 use this mission statement to center the team during 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 decide on meeting agreements they would like to have for meetings.
- Discuss how reasonable all their 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.

Sample Agreements

Come to each other with problems and use inquiry.	Going directly to a person with which you are experiencing a problem is a lot easier if you approach the situation with genuine curiosity.
Assume positive intentions.	Telling yourself that someone's intentions are good is a way for you to not lose sleep over someone else's actions and behavior and puts the ownership of their behavior on them.
Always focus on equity.	When approaching all situations and problem-solving conversations, are we remembering to use a lens of equity in order to support everyone? Are we including all voices?
Come to meetings with solutions to problems.	When a culture has gone south, this one that will help reorient. It is important that leaders be ready to actually HEAR solutions and be open to those conversations.
Be professional and respectful with each other.	You must first come to an agreement to define professionalism in your workspace and explore everyone's definition of respect.
Be a self-starter and take initiative.	This has been useful with groups who felt that the workload was not even and wanted to begin to hold each other accountable.
Work collaboratively and be prepared to challenge your thinking.	This agreement could be in conflict with the previous agreement as long as it is understood that you can be a self-starter <i>and</i> be open to collaboration.
Be flexible and understand that discomfort can happen.	This is an agreement which prepares the group for the discomfort that comes from accountability. Agreements are accountability.