Team Building Exercise

Start with each person writing a short list of attitudes and behaviors desired and expected from each team member during team meetings. One person collect them and read them: ie prompt attendance, no interruptions, on-time delivery etc.

Participants must agree on the outlined meeting behaviors before continuing. Read the complete exercise through once to fully understand what’s before you in this exercise. Agree on a time frame to complete the full exercise before starting. The team participants should agree to complete the entire exercise, either all at once or at separate meetings to allow a more rigorous self-evaluation. Do it all at once for the best results, trusting the spontaneous reactions. Begin and follow the steps sequentially, though some steps may already have been completed before reading this exercise.

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1. “Ground Zero” Overall Team building procedures:

1.1. Selection of participants – break into existing groups, or based on class seating, or random selection by having each student call off consecutive numbers: 1-5; where all the “ones” are a team, all the “two another team, and so on. Share schedules to be sure that all can meet and work outside of class easily – see attached XLS for help.

1.2. Establish visions, goals, missions and/or objectives – complete tasks 2.0 - 4.0 below before returning here:

1.3. Distribute workload – assign tasks based on skills and visions determined above.

1 Team building, 16 April 2006. from Wikipedia, the free encyclopedia
http://en.wikipedia.org/wiki/Team_building
1.4. Timeline – each task must get assigned a timeline with a commitment for a due date. Each team member must be accountable to complete tasks and meet timeline.

1.5. Balance skills – often tasks will require diverse skills. For example, the financial presentation will need someone who can do the numbers and someone who can prepare a PowerPoint to present it. Recognize all people can not do everything and those with special skills need to have a balanced task load throughout the process. Everyone needs equal tasking balancing the team skills.

1.6. Personal issues – everyone needs to be able and accept and learn together. However, sometimes people clash, understanding this is inevitable will help to avoid conflicts. Try to use cooperation and encourage members to work together and share abilities, work time, resources. Encourage team to create subgroups or allow outsider to do special assignments appropriate to their skills. Motivation on tasks will defuse conflicts.

2. **Determine top ten favorite skills.**

2.1. Each student creates a Top-Ten list of their favorite skills and abilities, writing, singing, painting, etc…

2.2. Review the list and select the very favorite skills that you are willing to receive money for.

2.3. Take two minutes and make a list of ten ways that you can provide a service for people by performing your favorite skills that you are willing to receive money for.

2.4. Review the second list and pick out your favorite way of providing a service for people. What you have before you is your favorite money making idea.

2.5. Take another two minutes to make a list of the top 10 things that you are willing to do to make your favorite money making idea into a financial success.

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3. Determine Visions, goals, missions and/or objectives to match skills.

Each team member must define their personal purpose and skills for this project => skills you want to use and develop most to create the ideal result. Similarly from above.³

3.1. Make a list of 10 or 20 personality characteristics that you like about yourself, e.g. my sense of humor, my determination, my love for my family, my desire to serve.

3.2. Select your four or five favorite personality characteristics.

3.3. Referring to these four or five favorites from #2, make a list of 10 ways that you enjoy expressing these characteristics, e.g. writing, talking, taking my children on outings.

3.4. From the list that you made in step 3, pick your top four or five.

3.5. Write a brief statement (25 words or less of your vision of an ideal project). Write this vision in the present tense, and in terms of how you want it to be. Rather than how you want it not to be and state it.

3.6. Put this all together into a complete intension sentence use the following:

The purpose of this project is to use my (item from 3.2) by (item from 3.4) to create (item 3.5)

4. Create Team Visions and applications

4.1. Each team member reads skills for success from 2.4 above.

4.2. Each team member reads purpose from 3.6 above.

4.3. Members dialogue ideals and missions expressed by all the above to develop coherent vision and goals for project. Leadership roles may be formed, particular skills shared, ideals and passions.

4.3.1. "In dialogue, the intention is not to advocate but to inquire; not to argue but to explore; not to convince but to discover." This approach emphasizes listening, learning, and the development of shared understandings⁴

³ Ibid. p43
⁴ Dialogue, By Michelle Maiese, September 2003 www.beyonddintractability.org/essay/dialogue/
4.3.2. Most dialogue processes involve people who are sitting down together to explore their feelings about each other. The following conditions help to ensure productive dialogue:

4.3.2.1. Participants sit in a circle, so that there is no hierarchy of physical position and everyone can communicate directly.

4.3.2.2. While it may be useful to have a facilitator to get the dialogue moving, this role should be limited. Simply use 4.1 - 4.3 above.

4.3.2.3. In a good dialogue, all participants can be heard as they speak to one another across the circle.

4.3.2.4. People speak openly, and listen respectfully and attentively. Derogatory attributions, attacks, and defensiveness have no role in dialogue.

4.3.2.5. Participants do not make assumptions about the motives or character of others; always ask more questions for clarity.

4.3.2.6. Questions are sincere and driven by curiosity; where discovery and understanding are the goals.

4.3.2.7. Participants can select leader / facilitator who:

4.3.2.7.1. writes list of shared values

4.3.2.7.2. writes mission statement: This team will ----