

Sample Timeline: ½ Day

The sample is set up as a 4-hour afternoon session, but it could be morning as well:

TIME	MINUTES	ACTIVITY
1:00	10	Welcome by Team Leader. Why this is an important investment of time and money for this team and organization. Today, I will be a member of the team.
1:10	10	Context for the Day. Agenda. Outcomes.
1:20	20	Basic agreements for this session. Why we make agreements consciously. <i>Start with this sentence:</i> In order for this to be a valuable, successful session, what do you want/need to count on from each other? <i>Fill in the blank:</i> "If we _____, we will be a more effective team and this will be a more valuable use of our time."
1:40	15	"Best Team I've Been On" Exercise. <i>The question:</i> What makes a great team? Participants each describe the best team they have been on and what made that team great/successful Harvest those excellent team qualities on a flip chart.
1:55	5	The Team Diagnostic Model. Overview. Teams exist to produce results. What are the conditions necessary for teams to be productive? This is the <i>Productivity</i> dimension. The culture of the team has tremendous impact on the ability of the team to be productive. What are the conditions necessary for teams to work together, collaborate effectively? This is the <i>Positivity</i> dimension.
2:00	15	Quad Exercise. Walk through each of the 4 quadrants in the model.
2:15	15	First Layer of the Report. Quad: "You are here." High-level view: Productivity and Positivity dimensions.
2:30	30	Second Layer of the Report. Polar Diagram (Bar Charts optional): Look at 14 Team Performance Indicators™. What stands out?
3:00	15	BREAK

TIME	MINUTES	ACTIVITY
3:15	20	Activity or Team Exercise. Example: Productivity Game.
3:35	25	Top 5 / Bottom 5. 5 strengths – 5 areas for improvement.
4:00	45	Action Steps. <ol style="list-style-type: none"> 1. Establish accountability and next steps (schedule) 2. Clear goals and expectations 3. What will you do if/when there is a breakdown?
4:45	15	Appreciation / Closing. <ol style="list-style-type: none"> 1. What did you learn? 2. How will you apply that in your work with this team? 3. How will you apply that in the teams you lead?
5:00	—	CLOSE