

# Sample Timeline: One Day

TIME	MINUTES	ACTIVITY
9:00	10	<b>Welcome by Team Leader.</b> Why this is an important investment of time and money for this team and organization. Today, I will be a member of the team.
9:10	10	<b>Opening Icebreaker &amp; Introductions.</b> Where you work if it is appropriate. Where you were born or grew up. Optional: something most people don't know about you.
9:20	10	<b>Context for the Day.</b> Agenda. Outcomes. 1. Yes we/I will show you the results of your assessment 2. We/I will train you in a particular team effectiveness model 3. This is a process; may I have your agreement to participate in the process?
9:30	5	<b>Context for "Why Team Agreements?"</b> Most great teams happen by accident: the right people at the right time. It doesn't have to be that way. We have a way to help create high-performing teams. It starts by being conscious of how we work together. Assume everyone here wants <b>today</b> to be enormously valuable use of your time. <i>Obvious question then:</i> What agreements do we want to have in place to help ensure that outcome?
9:35	25	What do you want to count on from each other? What specific behavior will help ensure that outcome? Use a flip chart to capture agreements; be prepared to refer to these as appropriate throughout the day (especially when agreements are not being honored)
10:00	30	<b>Best Team I've Been On.</b> Participants each describe the best team they have been on and what made that team great/successful. (For larger teams divide into small groups) Harvest those excellent team qualities on a flip chart. These qualities can be a reference resource when the team sees their own assessment results.
10:30	15	<b>BREAK</b>

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10:45	10	<p><b>The Team Diagnostic™ Model – Overview.</b></p> <ol style="list-style-type: none"> <li>1. Teams exist to produce results.</li> <li>2. What are the conditions necessary for teams to be productive?</li> <li>3. This is the Productivity dimension.</li> <li>4. The culture of the team has tremendous impact on the ability of the team to be productive.</li> <li>5. What are the conditions necessary for teams to work together, collaborate effectively? This is the Positivity dimension.</li> </ol>
10:55	20	<p><b>Quad Exercise.</b> Walk through each of the 4 quadrants in the model.</p>
11:15	20	<p><b>First Layer of the Report. Quad:</b> “You are here.” This is the high-level view. (Each layer will be more detailed.)</p> <p>What do you notice?</p> <p>Is this a more or less accurate picture of “life at work” on this team?</p>
11:35	30	<p><b>Second Layer of the Report. Polar &amp; Bar Charts:</b> Look at 14 Team Performance Indicators™.</p> <p>What stands out for you? Where are the team strengths?</p> <p>You can use your strengths as you work on the areas that are not as strong: leverage your strengths.</p>
12:05	60	<p><b>LUNCH</b></p>
1:05	25	<p><b>Activity or Team Exercise. Examples:</b> Productivity Game or Diminishing Resources.</p>
1:30	30	<p><b>Top 5 / Bottom 5.</b> Productivity &amp; Positivity tables.</p>
2:00	45	<p><b>Team Purpose Exercise.</b></p> <p>Best teams have a sense of mission/purpose. We are in this for a higher purpose: commitment to that purpose helps teams see beyond individual positions or differences.</p> <p>What is the common mission of this team? If you don’t do it, it is left undone in the organization and there are consequences.</p> <p>Use the Team Purpose exercise including the empty chair for the members to speak the “voice of the team”.</p> <p>The best examples are often declarations and often have action words:</p> <ul style="list-style-type: none"> <li>• “We innovate, collaborate and generate results (IT team)</li> <li>• “We are superheroes. We save lives” (real healthcare team)</li> <li>• “We set the table for service” (non-profit board)</li> </ul>

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2:45	15	<b>BREAK</b>
3:00	15	<b>Least Agreement / Most Agreement.</b> Set up graph with blue tape during break.
3:15	30	<b>Open-Ended Questions (Responses).</b> Divide into small groups; each group reviews one of the questions. 1. 15 minutes to read, reflect and discuss as a small group. 2. 15 minutes to report and group discussion.
3:45	45	<b>Action Steps.</b> 1. Establish accountability and next steps (schedule) 2. Clear goals and expectations 3. What will you do if/when there is a breakdown?
4:30	20	<b>Positivity Wheel.</b>
4:50	10	<b>Closing.</b> 1. What are you taking away from today? 2. How will you apply that to your work?
5:00	—	<b>CLOSE</b>