

TEAM TIME PLANNING TOOL

TEAM TIME PURPOSE	REFLECTIVE QUESTIONS AND ACTIVITIES
<p>Team building/strengthening</p>	<p>Reflective Questions</p> <ul style="list-style-type: none"> • What is the glue or mission that holds this team together? • Is the glue “super strength” or weak? Is this by design? Does this need to change? • Given the perception of the “team” by the team members are there aspects of the mission on which greater collaboration is desired? • What does increased collaboration look like? How will you know that it is working? <p>Activities</p> <ul style="list-style-type: none"> • Ask all team members to: <ul style="list-style-type: none"> ○ Identify one team accomplishment of which they are extremely proud and explain why. ○ Identify one team member they admire and explain why. • Websites with additional team-building activities: <ul style="list-style-type: none"> ○ https://www.wrike.com/blog/ultimate-guide-team-building-activities/ ○ https://wheniwork.com/blog/team-building-games/
<p>Introducing new team members to the work</p>	<ul style="list-style-type: none"> • Ask each existing team member: <ul style="list-style-type: none"> ○ What project or aspect of our work are you most excited about and why? ○ What aspect of the work most best utilizes your strengths and how does it do so? ○ Over the past year, what is one major change in the field or practice that has shaped your thinking about the work or how you do it? • Ask new team member(s): <ul style="list-style-type: none"> ○ Based on what you heard from existing team members, what excites you most about the work and/or the prospect of collaborating with this team? ○ In what ways are you most excited to contribute to the work?

<p>Developing specific action items/next steps based on Institute learnings</p> <p>OR</p> <p>Identifying potential future partnership/connection/engagement opportunities based on Institute networking or learning</p>	<ul style="list-style-type: none"> • What key “take-home” points have you gleaned from the Institute so far? • What implications does what you’ve learned have for what we should keep doing and for what we might consider doing differently? • What new opportunities, directions, or partnerships would you like to see us engage in, based on these implications? • Of these potential opportunities, directions, or partnerships, which make the most sense as actionable priorities, and why? • For one (or each) of these priorities, what are 3-5 steps that would need to occur in order for this priority to become a reality? • In light of our present context and work streams, what are reasonable completion dates for these steps? • Who is best positioned to lead this work and why?
<p>Re-examining/reimagining team’s theory of action for Pathways, or elements thereof (e.g., goals or specific levers to achieve those goals)</p>	<ul style="list-style-type: none"> • What is the purpose/mission of this team, effort, or initiative? <ul style="list-style-type: none"> ○ Does the purpose or mission still make sense in light of our past successes and failures and our present context? Why or why not? ○ What shifts in aspirations or actions, if any, are needed and why? • Where would our work be with respect to mission-related outcomes if we functioned in the next six months as we have in the past six months? • What are at least two strengths that must be leveraged and two weaknesses that must be addressed in order for our collective work to reach the “next level”? Why do you think they are essential? • What are three key outcomes that your team, effort, or initiative should focus upon over the next six months? • How will you monitor progress?
<p>Reflecting on/evaluating team’s prior work effectiveness or work process</p>	<ul style="list-style-type: none"> • What were some of our key accomplishments over the past year? • How do we evaluate/measure the key accomplishments? • What resources contributed to these outcomes? <ul style="list-style-type: none"> ○ When (if at all) did we expend significant resources that did <i>not</i> contribute to the key accomplishments? • What implications do the responses to the questions above have for what comes next? What lessons have we learned?

Defining/refining the team’s “problem of practice”	<ul style="list-style-type: none"> • How do you conceive of the “big problem” that our collective work aims to solve? <ul style="list-style-type: none"> ○ What are the causes of this “big problem”? ○ Which of these causes – and which pieces of the “big problem” – are we well-positioned to address, which are we not well-positioned to address, and why? • Over the past year, as we have attempted to attack this big problem, what key obstacles have prevented us from having more success? • Conversely, when we have had success, what has enabled our success?
Securing group feedback on a plan or concrete deliverable	Activity: <i>The Feedback Carousel</i> https://www.nsrffharmony.org/system/files/protocols/feed_back_carousel.pdf
Problem-solving	Activity: <i>Consultancy Protocol</i> https://www.nsrffharmony.org/system/files/protocols/consultancy_0.pdf
Working on existing projects/workstreams	Given a) how rare and precious team time is, and b) the expertise and perspectives of those in the room, what is the highest leverage way to make progress on our existing projects and workstreams during our time at Institute?
Preliminary asset mapping (i.e., identifying existing actors or programs already doing this work or similar work)	<ul style="list-style-type: none"> • Who are the large, medium, and smaller actors in this space or in spaces directly adjacent to it? <ul style="list-style-type: none"> ○ Who has been most successful in setting the agenda and/or the vision for this work and why? ○ Who has been most successful in implementing an agenda and/or vision for this work and why? • What key and/or unique capacities, assets, or relationships do they bring to the work? <ul style="list-style-type: none"> ○ How might we leverage these capacities, assets, or relationships to help advance our goals? • What is the history and current state of collaboration among these actors? <ul style="list-style-type: none"> ○ How might or should they collaborate, going forward, to help advance our goals? ○ Which actors are our natural allies in this work? Opponents and/or detractors? Competitors?