

Team Spark

Organization and Focus

Who am I and who are the others?

What is our Focus?

How do we organize ourselves?



International Change – Consulting – Facilitation – Coaching

Impact of the Team Spark - designed for New Teams

bridgingpositions

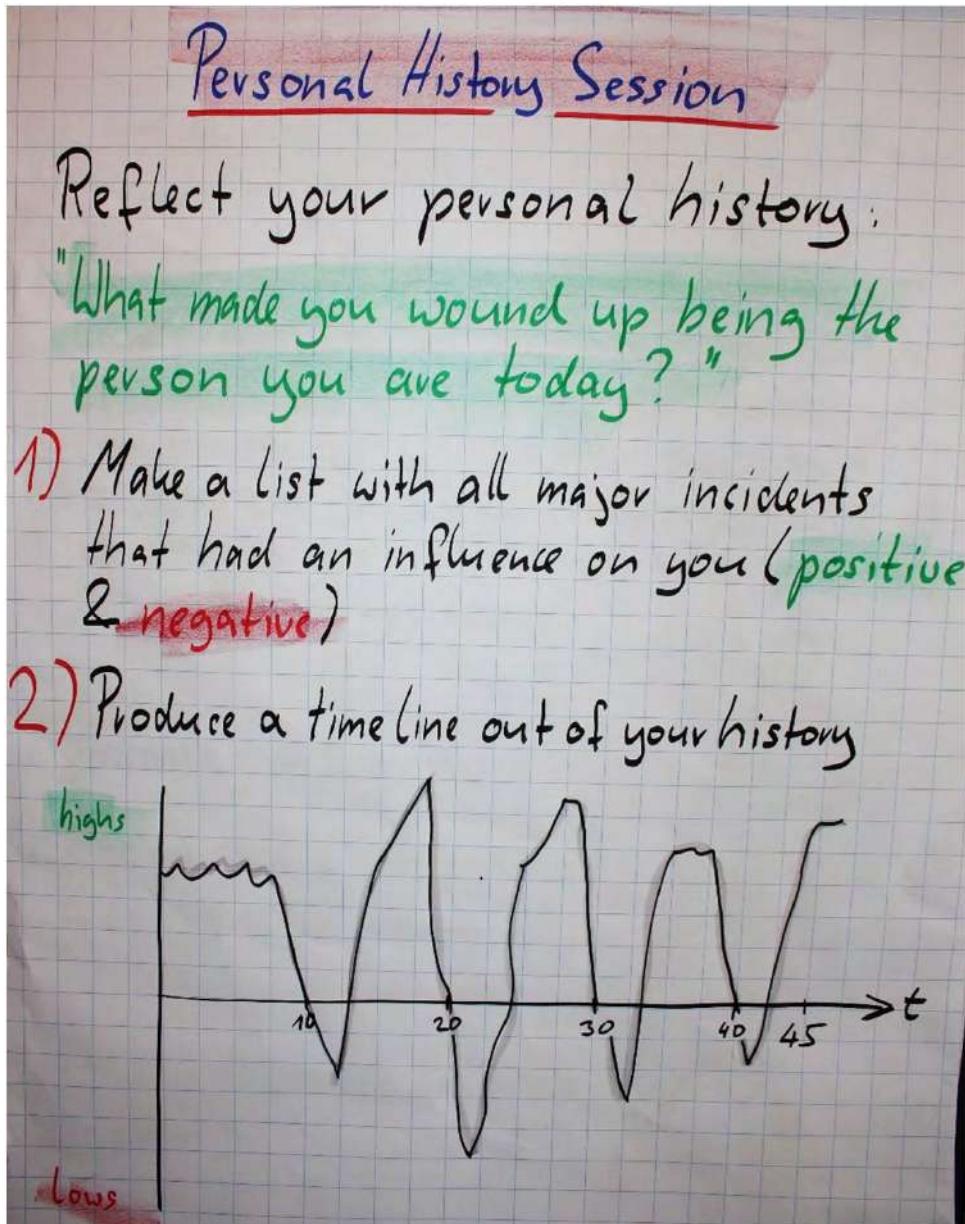
- ▶ To form or develop a new team (or existing team with new members or new team leader) to bond and shape the team in a sustainable and effective way.
 - Team members get to know each other on a deep level. They share their personal histories & values and reflect on their contributions to the team.
 - Define the team values and work out how they translate in behaviors and actions within the team and within the team's context.
 - Clarification of Roles and Responsibilities.
 - Creating a shared focus on how to evolve and progress the team. A pathway with milestones for the team is mapped out.
 - Establish regular communication rituals/meeting routines.
- ▶ To improve team cooperation & performance and to bring out the best of a team.
- ▶ ***Everyone gets on board and sparks its best within him/herself, amongst others and to the task at hand.***



Team Spark at a glance

Day 1: Who am I? Who are all the others?	Day 2: We as Team: What is our focus?	Day 3: How do we organize ourselves?
<ul style="list-style-type: none">▪ Welcome and Outlook▪ Who is who in the room?▪ History: Where do I / we come from?	<ul style="list-style-type: none">▪ Roles & Responsibility▪ Functional Self Analysis	<ul style="list-style-type: none">▪ Team Macro Areas of Attention▪ Roadmap
Lunch		
<ul style="list-style-type: none">▪ Insights: My strength & weaknesses?▪ Our Team Strengths & Weaknesses▪ Values: My core values▪ Our Team Values	<ul style="list-style-type: none">▪ Team Focus▪ Past Present Future Map	<ul style="list-style-type: none">▪ Decision Making▪ Preparation of Meetings▪ Our Communication Setup:▪ Meetings, Calls etc.▪ Stems▪ Review
Dinner	Dinner	End and Farewell
<ul style="list-style-type: none">▪ Team Stories: Good and Bad Team Practices	<ul style="list-style-type: none">▪ Team Activity	

My History: Where do I come from?



Personal reflection: What made you wound up being the person your are today?

1. Individual processing of personal history and important incidents in life.
2. Pair or trio sharing and exchange on relevant parts of life.

- ▶ This session creates a sense of belonging amongst team members.
- ▶ Team members learn about personal background of peers.
Who am I? Who are the others?

History: Continent Island Exercise of the Team

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History

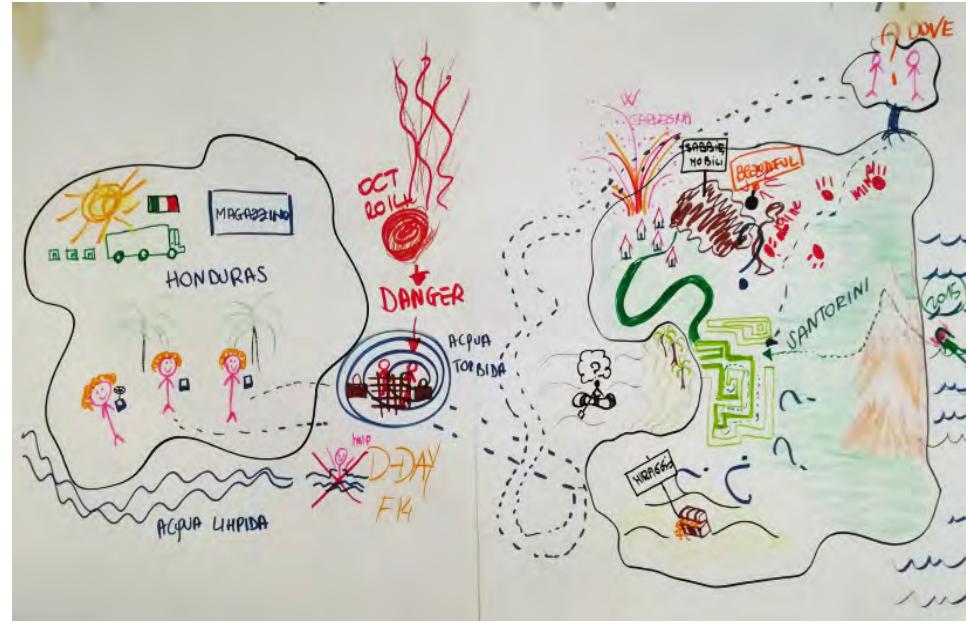
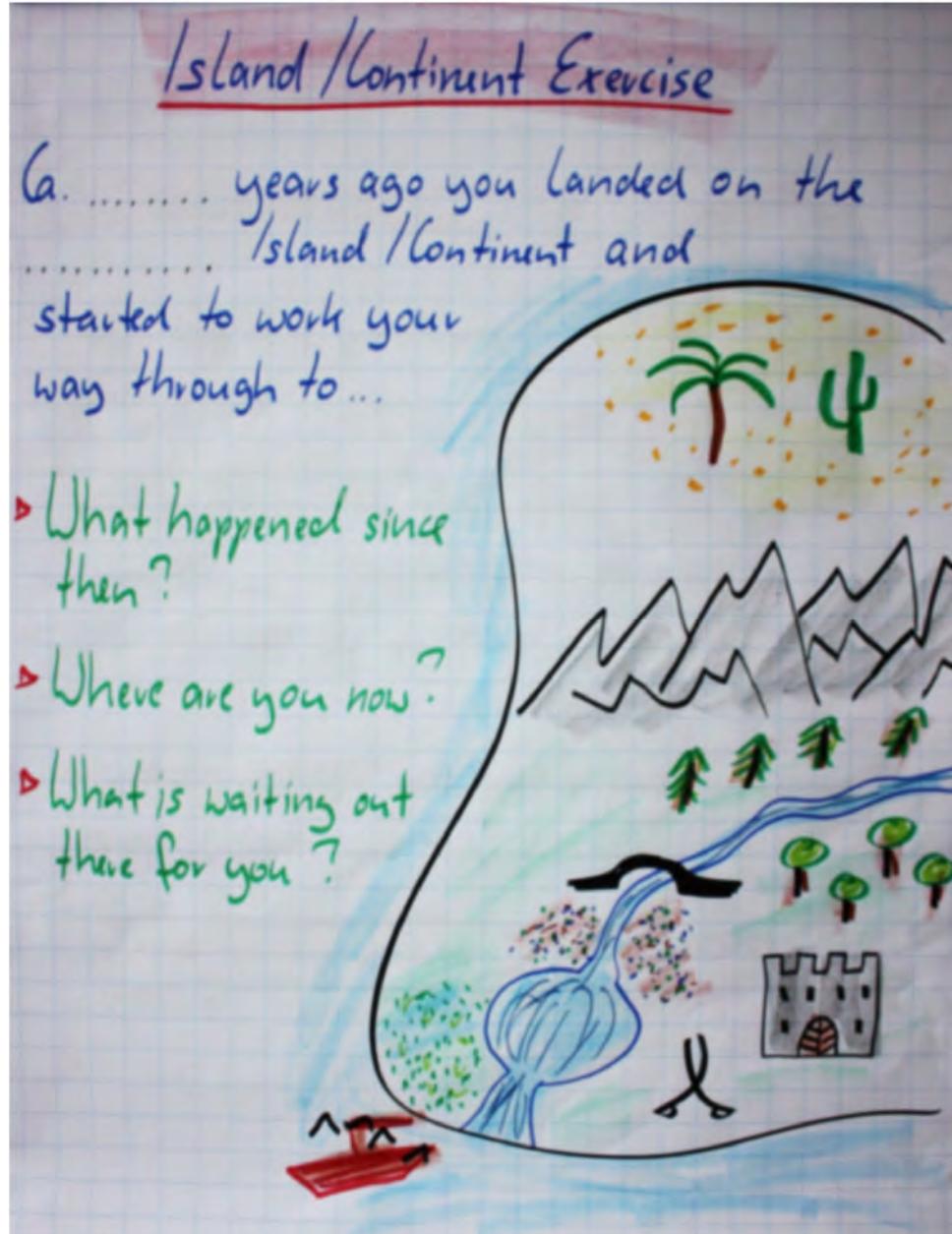
Brand

Purpose

Values

Pathway

Ambition



- ▶ This Team History Storytelling creates pride and a shared legacy of the Team.
- ▶ The Team realizes where it is NOW and comes at Peace with its Past.

Insights: What are my strengths and weaknesses

My Insights
Personal Strengths & Weaknesses

Based on your life line you will now deepen your understanding of your Strengths & resources and what motivates you. You will also deepen your understanding of your counter-productive patterns, your personal challenges - all what de-energizes you and holds you back from achieving what you want.

Flow

1. Journaling on Insights
2. Find yourself 2 new partners and go on a YIII again
3. YIII (trio coaching walk)
4. Sharing of process experience in plenary

Look at your timeline and deepen your understanding:

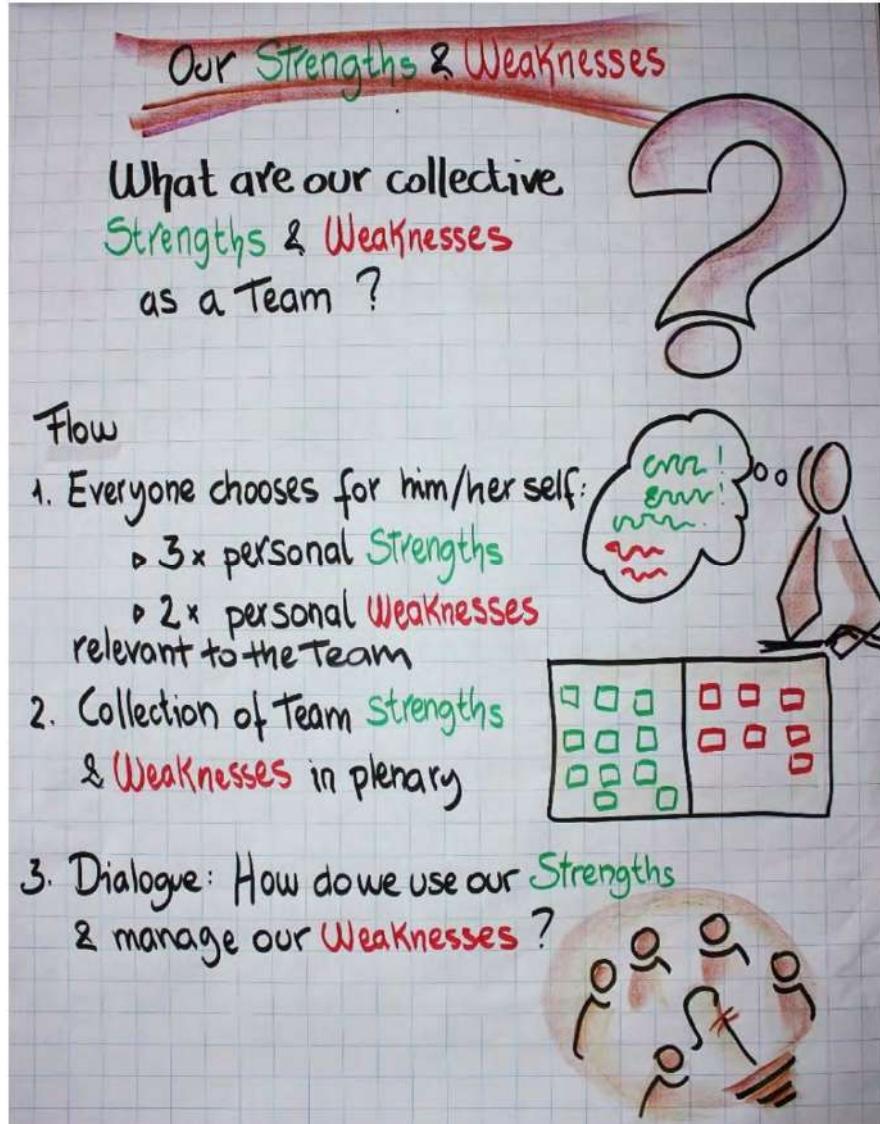
- ▶ **What are your strengths and resources?
What motivates you?**
- ▶ **What are your counter-productive patterns,
your personal challenges?
What de-energizes you and holds you back from achieving what you want?**

- ▶ Team members learn about themselves and others on a deeper level through self-reflection and peer coaching.
- ▶ This sequence creates openness, trust and a mutual understanding on how to support each other.

Brand: Strength and Weaknesses

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History → Brand → Purpose → Values → Pathway → Ambition



- ▶ Identifying the Team's strengths and weaknesses, shapes the Team's identity.
- ▶ What is it, everyone brings to the mix?
- ▶ The Team aligns on how to capitalize on its strengths and how to overcome its weaknesses / dysfunctions.

My Values: How do I do what I do?

My values: How do I do what I do ?

This session is designed to help you become aware of your core values, so that you can actively develop them.

Identify your Core Values that are mostly connected to you.

Which value will provide shape and definition to my character ?

Flow:

1. Journaling on Values
2. Find yourself 2 new partners and go on a YIII again
3. Sharing of process experience in plenary



- ▶ Personal Core values guide us as an internal moral compass.
- ▶ They give shape and definition to our character.
- ▶ How do these Values translate into behaviors and attitudes?
- ➔ It fosters trust, openness and creates profound mutual understanding about what is important to each other.

Our Values in and for the Team

Values in the Team

1. Based on your personal values from the last session reflect on:

- ▷ Personal Core Values:
- ▷ What are my personal values that I bring to the team?
 - ⇒ I act as ambassador for these values in the team
 - ⇒ Write on yellow Post-its (put initial name on them)

2. Team Values:

- ▷ What values do I want us in the team to stand for, live and hold each other accountable?
 - ⇒ Write on orange Post-its

2. Collection & clustering of personal & team values on poster & deciding on Team Values

The image contains handwritten notes and diagrams related to the 'Values in the Team' activity. At the top, a red banner reads 'Values in the Team'. Below it, a purple box contains step 1 instructions. A yellow box contains step 2 instructions. To the right of the yellow box is a diagram titled 'Our values in & for the Team' with two columns: 'Personal Values' (yellow squares) and 'Team Values' (orange squares). There are also small handwritten labels 'A.B.' and 'M.M.' above the boxes.

- What values do we need to live to bring our Team purpose to life?
- How do these Team Values translate into behaviors and attitudes towards the Team's stakeholders and context?

- ▶ Core values give definition and alignment to the team
- ▶ The team members hold each other accountable to display the value related behavior in their daily life

Transform Good and Bad Team Practices into Team Guidelines

1. Everyone reflects on 2 team stories

1x best team practice

1x worst team practice



2. Circle sharing round on best practice

→ distill best practice behaviors



3. Circle sharing round on worst practice

→ distill worst practice behaviors

- ▶ Clarify different perceptions of good and bad behaviors in a team.
- ▶ Develop Team Guidelines of good and bad behaviors based on the experience of team members.
- ▶ Address the topic of leadership in an informal way and connect it to the everyday life of each team member.

Functional Self Analysis

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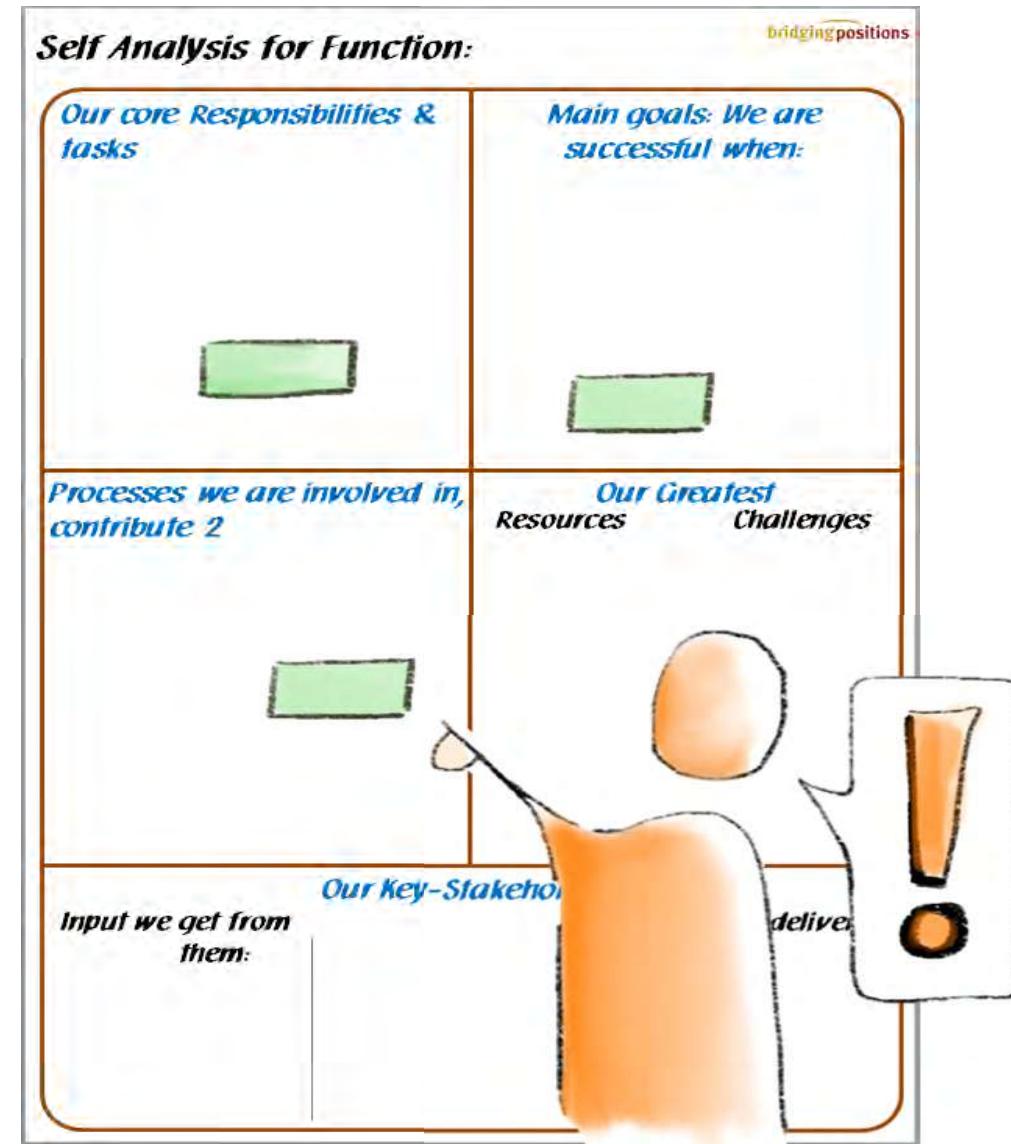
1. Reflection of own Function:

- Our contribution
- Our main goals are
- If we mess up → ?!?

2. Presentation of FSA-Posters

3. Gallery Walk around:

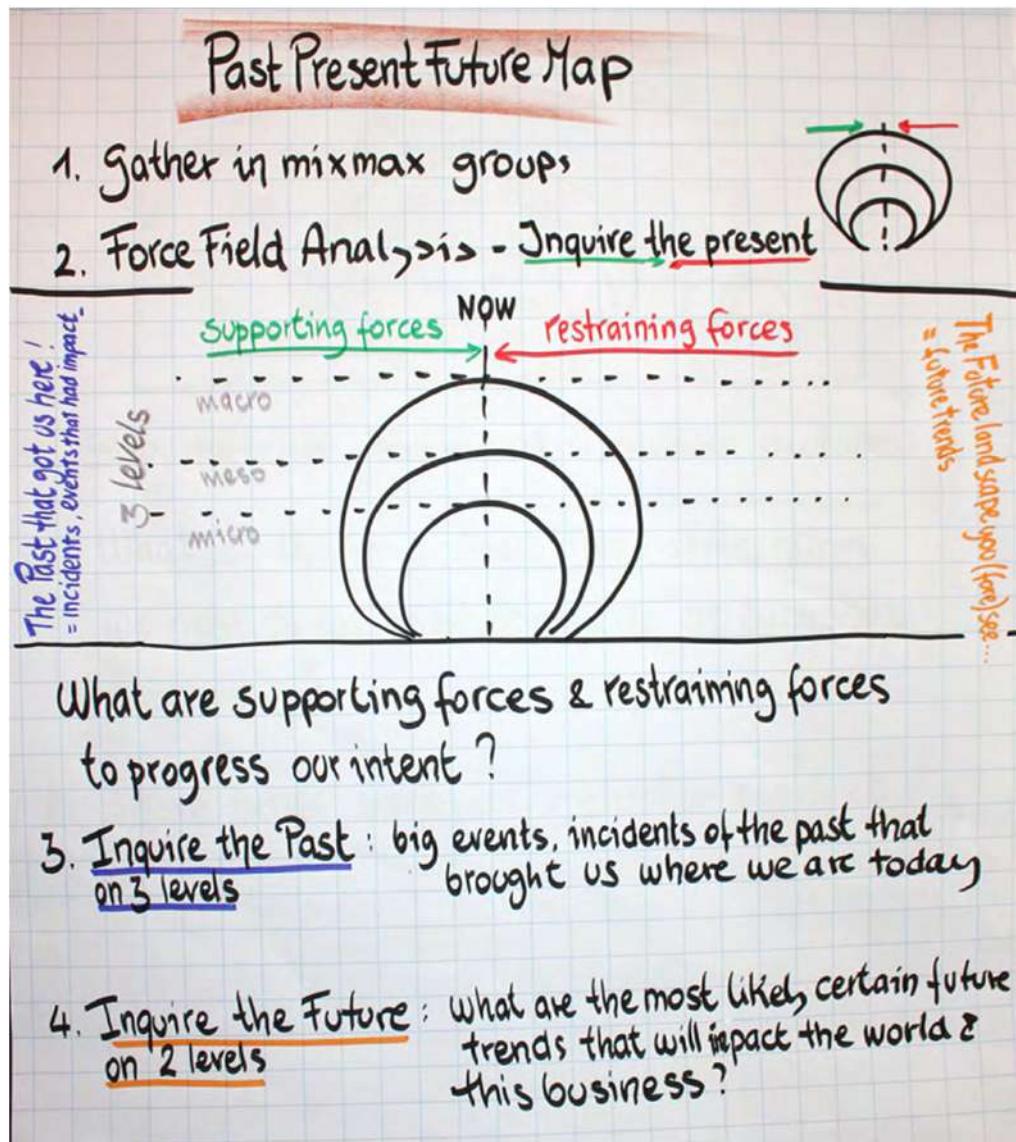
Add what you miss or see
differently on Post Its



- ▶ Clarifying interfaces, roles, responsibilities, key-stakeholders, job descriptions ...
- ▶ Building a shared understanding of the broader team context.

Past Present Future Map – Process I

bridging positions

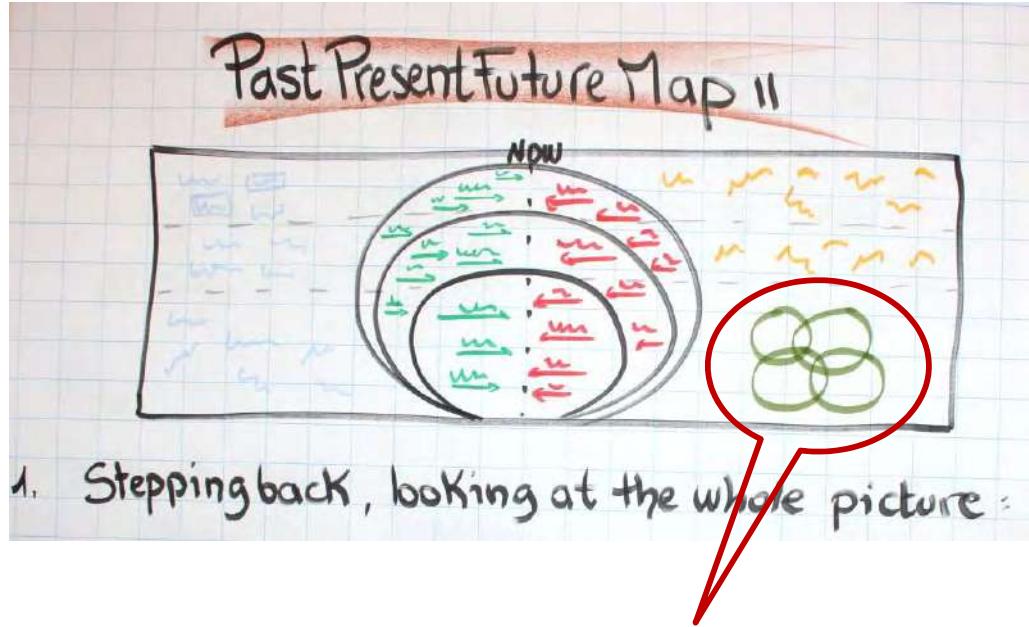


1. Formulate a **Breakthrough Question** of the Change you want to bring forward.
2. **Past Present Future Map** to inquire the Breakthrough Question on 3 levels:
Micro, Meso, Macro.
3. Team **Processing / Dialogue** directed through a set of different perspectives:
 - **Force Field Map:**
Driving Forces - favorable/supporting the change.
Restraining Forces - un-favorable/not-supporting, or opposing the change.
 - Relevant **Past Events** that brought us to where we are today
 - Most likely **Future Trends** relevant to the change

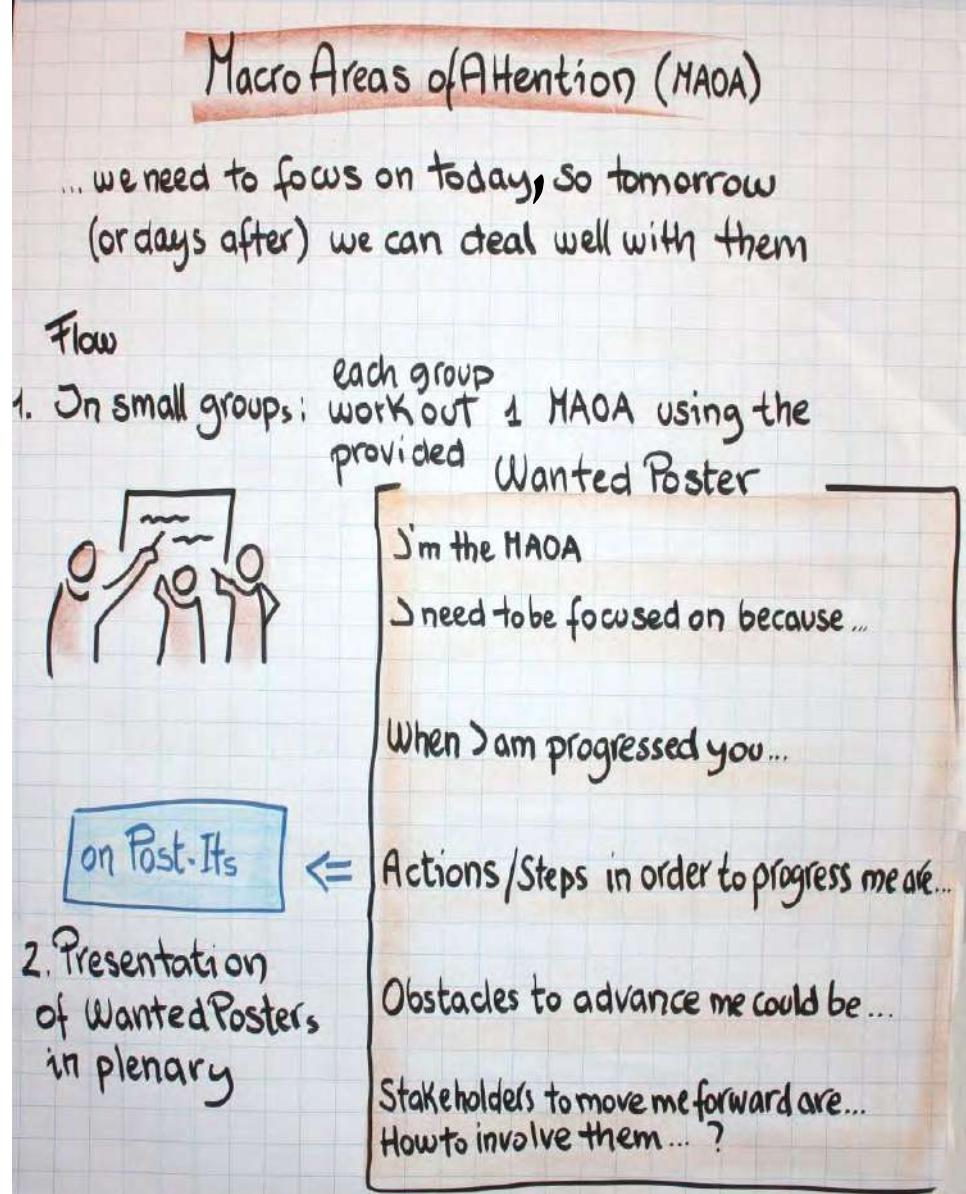
- ▶ Gain focus and momentum to move the challenge forward crafting the Breakthrough Question.
- ▶ Collect knowledge and create a shared understanding of influences and context(s) in which the current challenge is embedded.

Past Present Future Map – Process II

bridgingpositions



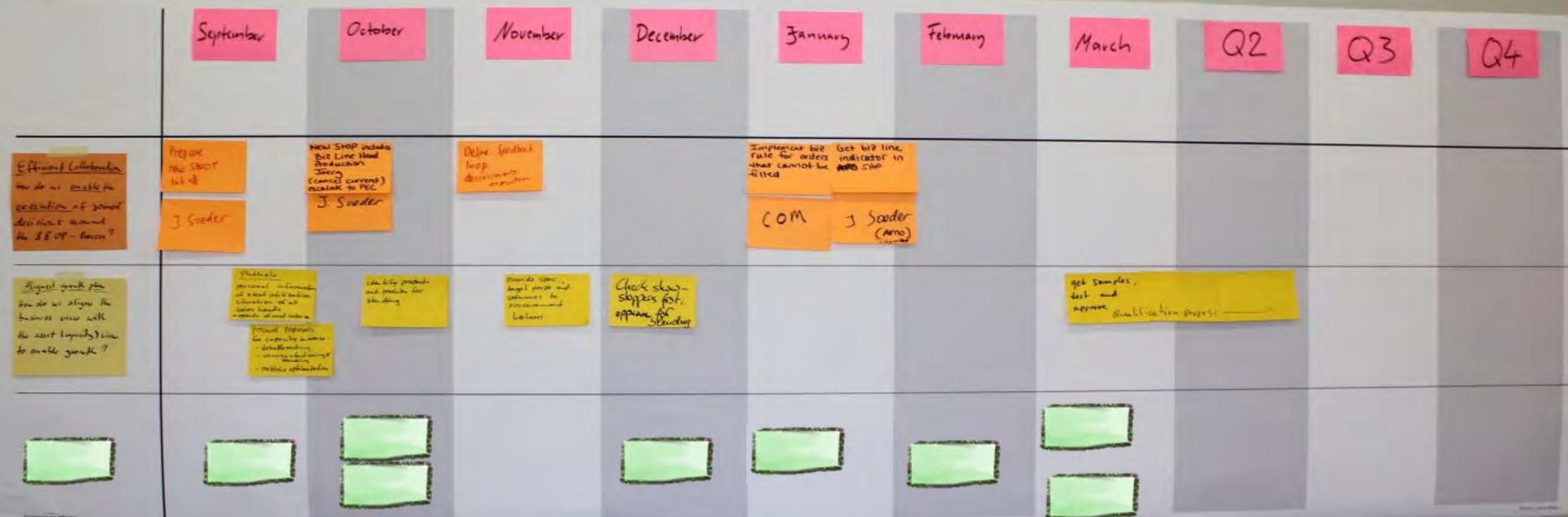
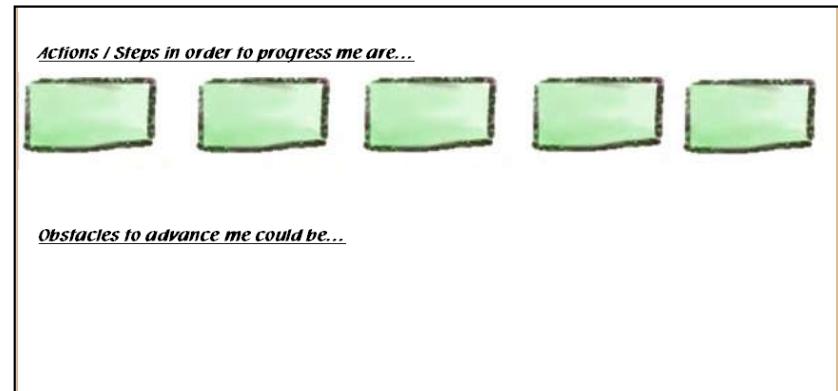
4. What are the 3-4 **Macro Areas of Attention** that need to be addressed and focused on to progress the Breakthrough Question. Explore them and define necessary steps to take.



- ▶ Define the **Macro Areas of Attention** → On what do we need to focus on today to be successful tomorrow?

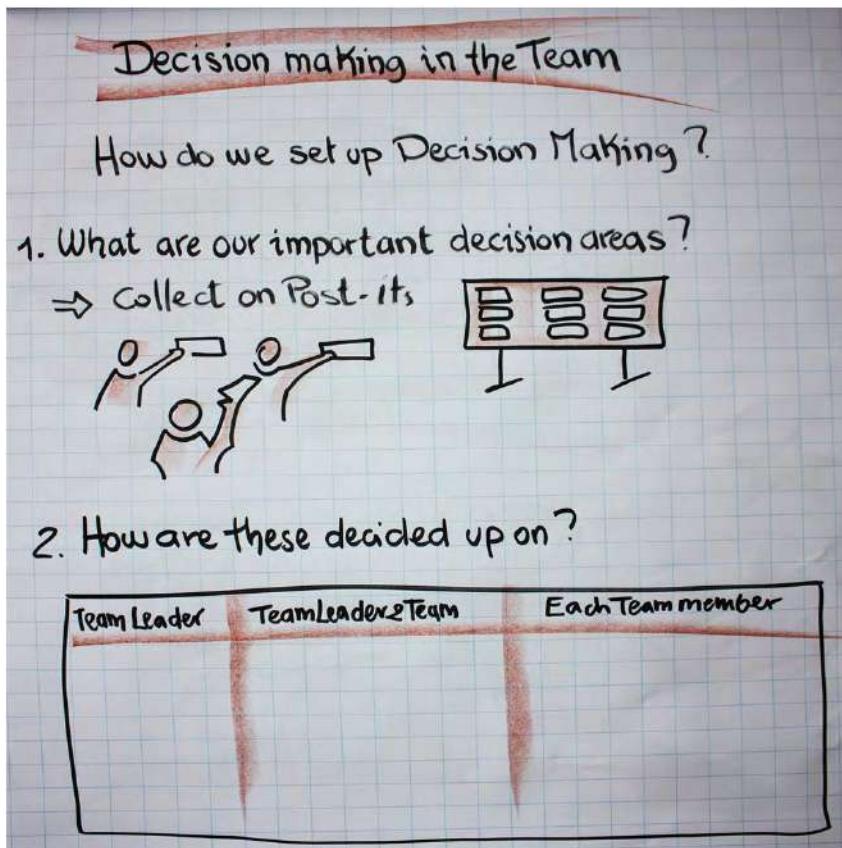
Past Present Future Map – Process III

5. From the Macro Areas of Attention a **Choreography** of interconnected activities across multiple stakeholders is built. Strategic actions, measures and milestones are described and agreed upon by the group.



- ▶ A Choreography of activities is orchestrated in the team, agreeing on roles, responsibilities, interfaces and actions. Each person has the whole picture to move forward.

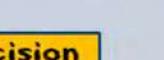
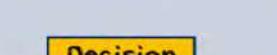
Our Team Decision Making



This session is designed to clarify team decision making.

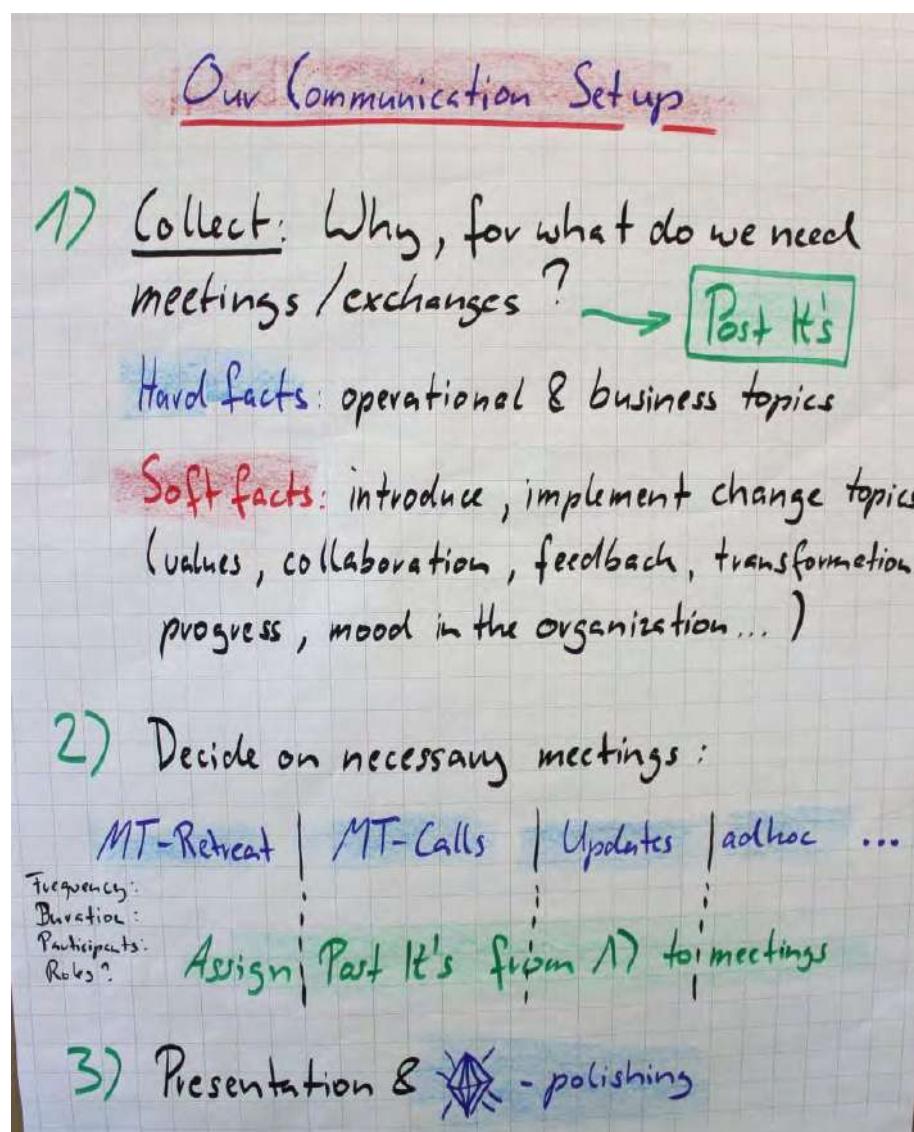
- Collection and definition of decision making areas
 - Team assigns responsibility for each d.m.a.

- ▶ Team becomes aware of d.m.a.
 - ▶ Clarity on how different decisions are taken in the Team
 - ▶ Set-up effective decision making in the Team

Team Leader	TL and Team	Team or Sub Teams	Each Team Member
			

Our Communication Setup

bridging positions



This session is about setting up / reviewing the communication structure in the team.

- ▶ What kind of communication and meeting structure do we need?
- ▶ The team communication needs to be organized in such a way that it supports the team and projects
- ➔ How often does the Team meet, have calls etc. and on which matters?



- ▶ Team becomes aware of its communication needs.
- ▶ Set up effective communication.

How do we prepare, organize, run and post-process our Team meetings / calls?

1. Four Posters are hanging in the room. Everybody contributes to each poster, each contribution must be different from other contributions.
2. Assign sub-groups, who's job it is to take one poster and produce as homework a suggestion for the team.

This is a session on preparing, holding and following up Team Meetings

- ▶ Agree on structures and guidelines for meetings
 - ▶ Save resources and manage communication effectively
- ▶ Team becomes aware of meeting structure
 - ▶ Set up effective meeting structure

Before the Meeting Checklist

Write down what you think should be on this list.

After the meeting Checklist

Write down what you think should be on this list.

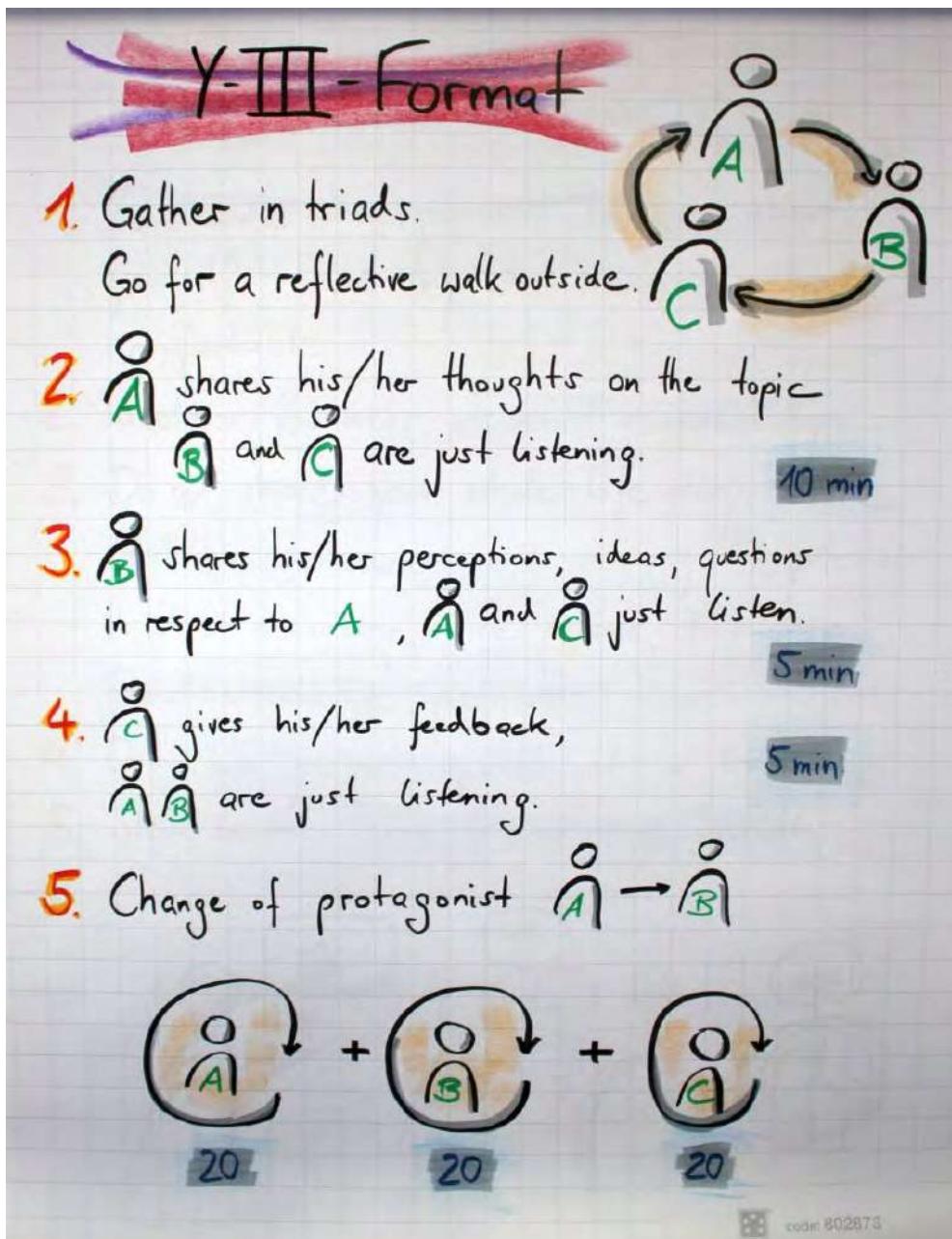
Typical Meeting Agenda

Write down agenda bullets with tentative duration.

Meeting Charter

Write down a list of appropriate behaviors during the meeting and ways to enforce them.

Trio Coaching / Y-III Format



- ▶ Y-III creates peer quality time in which Team members get to know each other on a deeper level, while practicing Active Listening

(The act of mindfully hearing and attempting to comprehend the meaning of words spoken and the body language of another, as well as what is going on within ourselves in a conversation or speech).

- ▶ The format cultivates individual and team insights, fosters new ideas and diverse perspectives on the challenge at hand.
- ▶ It builds a sense of "*I am not alone with my challenges and struggles, others are there, have been, will be there.*"

Stems: Brief Bilateral Exchanges

The left side of the slide contains handwritten notes and a diagram. At the top, the word "Stems" is written in a stylized font with red and yellow brushstrokes. Below it, a large orange box contains the text "1. Meet with one person and exchange". Underneath this, three points are listed: "a, What I recognized about myself engaging with you?", "b, What I noticed about you is ...", and "c, What I feel you and I need to consider is ...". At the bottom, a diagram shows two people, A and B, facing each other. Between them are two speech bubbles. The bubble on the left is green and contains "a, b, c,". The bubble on the right is blue and also contains "a, b, c,". Person A is labeled with a green "A" and person B with a blue "B". Below this diagram, a large orange box contains the text "2. Find a new partner" followed by three blue arrows pointing to the right.



- ▶ It empowers team members to give and receive constructive feedback.
- ▶ It fosters a spirit of self-reflection, connection, exchange and momentum to move forward.



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