Teams in Action
– Activity Summary –

1. **Let's Negotiate a Contract**
    Gain the team's full commitment to the process they are engaged in with their manager or trainer by having a contract that gives them a clear understanding of what's expected of them and what they are prepared to give.

2. **A Shared Vision**
    This session offers a light-hearted and non-threatening way for people to be open about the joys and disappointments they experience at work.

3. **Developing the Team**
    This session can be used periodically throughout the team's life-cycle to encourage the members to reflect on the stage they are currently in and how their performance can be improved.

4. **Developing a Mission Statement**
    This activity will be particularly useful when a team has just formed, or when organizational changes have caused significant disruption to existing patterns of work.

5. **Key Results Areas**
    This session can be used with teams at all levels in an organization, as it helps them to identify which aspects of their jobs require priority attention.

6. **The Time of Our Lives**
    Whenever any new initiative is suggested, almost the first reaction will be 'We haven't got enough time!' So use this session to raise the team's awareness of how effectively they use their time right now.

7. **Managing for Results**
    This session builds on an earlier activity, during which the team analyzed their current usage of time (see Activity 6: The Time of Our Lives). This activity can also be used effectively as a stand-alone time management exercise.

8. **Giving and Receiving Feedback**

   If feedback is handled insensitively or given on inappropriate issues, the adverse impact can be catastrophic to the team and individuals. Use this session to teach participants how to give and receive feedback as a means of improving individual and overall team performance.

9. **The Key to Success**

   Use this session to reinforce the need for team members to re-examine their own personal goals and development needs.

10. **Reaching a Consensus – Part 1**

    This session can be used with great effect at any stage of a team's development, but is most powerful when either a team has just formed, or when there have been significant changes in membership.

11. **Consensus-Reaching Exercises**

    This activity provides two consensus-reaching exercises which the team can use to practice their teamwork skills.

12. **Reaching a Consensus – Part 2**

    This session will help an established team make a key decision, while developing a wide range of consensus-reaching skills

13. **Process Mapping**

    This process is invaluable at any stage of a team's development, as it creates a visual and comprehensive picture of what the team actually does.

14. **What's the Score?**

    To be truly effective, a team needs not only specific goals and objectives, but also the ability to measure progress toward its targets.

15. **Creative Problem Solving**

    This session will provide an effective introduction to creative problem solving, focusing on creating the right environment, and introducing the key steps to follow.

16. **Select and Define a Project**

    This session can be used to start the team working through the first three steps of creative problem solving, which together make up the diagnostic phase.

17. **Collecting Data for Our Project**
   This session is the second in a series, which takes the participants through the six steps of creative problem solving.

18. **Let's Get to the Heart of the Matter**
   This session continues the journey through the diagnostic phase of the problem-solving process and takes the team to the point when they discover the underlying root causes of the problem they have selected.

19. **General Solutions**
   This session takes the team through the techniques required to produce innovative solutions to problems or situations.

20. **Choosing the Best Course of Action?**
   This session takes the team through a series of filters, leading finally to a selection of the best course of action.

21. **Implement and Review**
   This session is designed to close the creative problem-solving series, and will help the team to plan the effective implementation of their project, and to develop on-going monitoring and review.

22. **Focus on Action!**
   Use this module, in whole or in part, to help your participants to develop their own plans for implementing change.