

Team Assimilation Guide

Purpose:

To build a foundation of open communication among team members.

What Is This Tool?

A workshop conducted with your group that allows your team to get to know each other on a deeper level. This activity establishes a high level of trust among the team and helps identify barriers to the team's success. The dialogue that occurs during this workshop can benefit the team even if the team already 'knows' their teammates.

When Is It Used?

This workshop is best used after the group has worked together for at least 60 days. This workshop is frequently used when:

- A new team has formed,
- The team's makeup or size has changed significantly, or
- There are opportunities around inclusion, communication, relationship, similarities/differences and trust.

How Does This Work?

A neutral facilitator walks the group through a series of questions, documents the responses, and helps spur discussion of issues raised. The manager and all of the team members should actively participate in the session.

The session lasts for 2-4 hours (depending on the size of the team).

Agenda (2-3 hours):

- Opening & Introductions – 5 minutes
- Flip Chart Questions – 35 minutes
- Team Break – 20 minutes
- Debrief & Discussion – 90 minutes

Please come prepared to share your feedback, insights and experiences around the following areas:

1. What are the critical success factors for our team?
2. What are the challenges our team may be facing?
3. How will we know that we are a successful team - high performance aligned team?
4. What do we need to do differently?
5. What agreements do we need to have in order to be a high performance aligned team?