

30163 Teams-Leadership Exercise

Total time ~60 minutes

Overview and purpose:

The 30163 Teams-Leadership Exercise is designed to bring visibility to issues in the “getting it done” phase of team work and, demonstrate how the roles of “team leader” and “team member” must work together to create the best chance of success and satisfaction.

Student Learning Outcomes and Objectives

Prerequisites/Dependency

Prerequisites before this exercise:

Postrequisites after this exercise:

Recommended could follow this exercise:

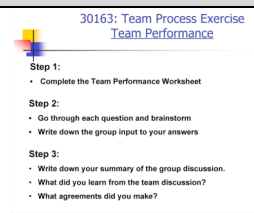
Instructional Materials

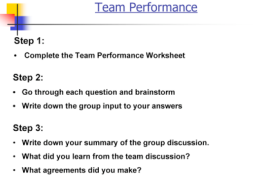
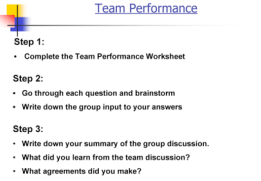
- 30163h1 Team Leader Performance
- 30163h2 Team Member Performance
- 30160p1 Teams Process Slide Set

Equipment and Supplies

Room Setting

Source

Topic & Times	Instructor Notes: 30163 Teams-Leadership Exercise	Thumbnail of handouts & flip charts
Set Up / Introduction		
	Instructor Notes: The exercise works best if the leaders and members do not realize that they are answering the same questions but from their respective perspectives until the group process phase. Consider employing some subterfuge in passing out the handouts and in the instructions eg: “Please do not share or talk about your answers until the next part of this exercise. If you have questions, please see me up here”. It is not a big deal – the exercise will work in any case.	
Complete the Performance Handouts	Advance Slide: 30163 Team Process Exercise – <u>Team Performance</u> – Step 1 Distribute: <u>30163h1 Teams-Leader Perspective on Performance</u> to <i>Team Leaders</i> Distribute: <u>30163h2 Teams-Member Perspective on Performance</u> to <i>Team Members</i> Instruction: <ul style="list-style-type: none"> • Briefly review pages 1 ad 2 of the handout. • Ask for questions. • Give students 10 minutes to complete. Query after 5 minutes for the level of completion and extend the time another 5 minutes as necessary. 	 <p>30163: Team Process Exercise Team Performance</p> <p>Step 1:</p> <ul style="list-style-type: none"> • Complete the Team Performance Worksheet <p>Step 2:</p> <ul style="list-style-type: none"> • Go through each question and brainstorm • Write down the group input to your answers <p>Step 3:</p> <ul style="list-style-type: none"> • Write down your summary of the group discussion. • What did you learn from the team discussion? • What agreements did you make?
Optional Review of Foundation Course Communication Material 5-15 minutes	Instructor’s Notes: Before advancing to Page 3 of the handout, consider taking a minute to remind students of the following concepts covered in the Communication section of the Foundation Course: <ul style="list-style-type: none"> o The Conversation Meter o The Cycle of Value / Cycle of Waste o The Ladder of Listening These slides are in the slide set.	

Team Discussion ~30 minutes	Advance Animation: 30163 Team Process Exercise – <u>Team Performance</u> – Step 2 <ul style="list-style-type: none"> ▪ Have student go to Page 3 of the handout ▪ Review the Process: <ul style="list-style-type: none"> ○ Each team goes through each question with each team member ○ Each team member writes down what the group had to say about their performance. ○ When the brainstorming/sharing concludes, each team member: <ul style="list-style-type: none"> ▪ Writes down what they learned ▪ Writes down what agreements they made, if any ▪ Allow 4-5 minutes per group member or about 20-30 minutes for this process to complete 	 <p>30163: Team Process Exercise Team Performance</p> <p>Step 1:</p> <ul style="list-style-type: none"> • Complete the Team Performance Worksheet <p>Step 2:</p> <ul style="list-style-type: none"> • Go through each question and brainstorm • Write down the group input to your answers <p>Step 3:</p> <ul style="list-style-type: none"> • Write down your summary of the group discussion. • What did you learn from the team discussion? • What agreements did you make?
	Instructor's Notes: Be present and attentive to the groups as they begin to give feedback to team members about their performance. Intervene promptly and briefly if bio-reaction appears to be getting the upper hand with the goal to bring the bio-reaction to their attention but allowing the team members to resolve their situation if at all possible.	
Wrap up ~5 min	Advance Animation: 30163 Team Process Exercise – <u>Team Performance</u> – Step 3 Instruction: <ul style="list-style-type: none"> ▪ When the groups have completed their processing. Promptly move them into completing Item 2 of the handout. Very briefly go over the instructions on the handout using the PPT as the visual cue. <ul style="list-style-type: none"> ○ Write down your summary of the group discussion: <ul style="list-style-type: none"> ▪ What did you learn? ▪ What agreements did you make? ▪ Set the timer for 5 minutes – ask if there are students still working on their answers; allow another 5 minutes for completion if required. END	 <p>30163: Team Process Exercise Team Performance</p> <p>Step 1:</p> <ul style="list-style-type: none"> • Complete the Team Performance Worksheet <p>Step 2:</p> <ul style="list-style-type: none"> • Go through each question and brainstorm • Write down the group input to your answers <p>Step 3:</p> <ul style="list-style-type: none"> • Write down your summary of the group discussion. • What did you learn from the team discussion? • What agreements did you make?
Debrief	Consider doing a class brainstorm on what was learned, what was difficult in this exercise etc	