

# WORKSHOPS FOR SMALL AND MEDIUM ENTERPRISES



## TEAM STARTER

### THE CHALLENGE

- ◆ The team has just formed, or been together for a short time:
- ◆ Individuals do not know each other well
- ◆ Roles, responsibilities, processes and business objectives are still being developed.

### THE ANSWER

The team and its leader need to decide how they will work together, understand each other's strengths and capabilities, develop a clear direction and decide upon important milestones along the way.

### THE TOOL - TEAM STARTER

This is a carefully formatted workshop preceded by short interviews and a written questionnaire. Individuals in the team, the team leader and selected stakeholders are all surveyed. The results are used, with the team leader, to formulate workshop objectives and sequences.

### INTERVENTIONS AND OUTCOMES

- ◆ Define Vision, Mission and a road map for the future - an agreed direction
- ◆ Identify diversity as benefit
- ◆ Established individual roles and responsibilities and clarified interfaces
- ◆ Analyse existing and potential stakeholders and define their importance
- ◆ Everybody in the team aligned with business and organisational expectations
- ◆ Individual preferences known in areas of energy, information processing, decision taking and way of working through the use of MBTI®
- ◆ A 'Self Directed Work Team' established and precise relationship with the team leader
- ◆ An ongoing Action Plan agreed.

### BENEFITS

- ◆ This workshop will 'kick start' the team, get it moving through 'forming' and 'storming' to 'performing' in the minimum time
- ◆ All the important parameters for the team will have been explored and agreed
- ◆ Potential and actual gaps in capability are considered and a plan outlined to close them.
- ◆ After the workshop, a full report is provided, including summaries of all discussions and conclusions, team and personal profiles.

### YOUR INVESTMENT

For teams of up to 15, your investment in this Team Development Programme will be £2,900. If our training room is used, there is a facility charge of £50 per day. VAT is added to all invoices.

