T-Minus 10 09 08... we have LIFT-OFF!
Hello

Angie Doyle  Talia Lancaster
High-performance TEAMS
**Team Canvas**

**PEOPLE & ROLES**
What are our roles and the role we have in the team?

**COMMON GOALS**
What is our group really trying to achieve? What is our vision that is feasible, measurable and time-bound?

**VALUES**
What do we stand for? What is our guiding principles? What are our common values that we want to be at the core of our team?

**RULES & ACTIVITIES**
What are the team rules/activities we try in doing this season? How do we minimize and keep everyone as busy as possible? How do we manage conflicts? How do we make decisions? How do we evaluate and evaluate what we do?

**PURPOSE**
Why are we doing what we are doing? What is the overall picture?

**PERSONAL GOALS**
What are our individual personal goals? Are these personal goals what we want to open up?

**NEEDS & EXPECTATIONS**
What are our needs? What is our expectation towards the team to be at our best?

**STRENGTHS & ASSETS**
What are the skills we have in the team? What are some assets that we have?

**WEAKNESSES & RISKS**
What are the weaknesses we have? What is the risk to be a team? What are some obstacles we need to address that we are likely to face?
PURPOSE

Why are we doing what we are doing?
What are our names, roles and responsibilities?
STRENGTHS & assets AND Weaknesses & RISKS

What skills do we have in the team? What are our individual and team weaknesses?
## Skills Matrix

### Competency Matrix

<table>
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The matrix is filled with various competencies and skills, each represented by sticky notes or markers.
How do we communicate and keep everyone up to date?
- Team Name
- Method of collaboration (Slack, Zoom)
- How do we visualize work? (physical or virtual?)
- Core working hours (flexi hours, religious events)
- Multiple time zones
- Leave (sick leave work buddy)
- Team Framework (Scrum)
- Definition of Ready
- Definition of Done
- Team calendar
- Conflict protocol

More comprehensive list in Adam Weisbart – Scrum Kick Off Planner
Our Way of Working

- Team Name: __________
- Core working hours: 09:30-15:30
- Collaboration tools:
  Jira -> Tracking tasks
  UPromot - project management [External]
  Whats App Group -> Issues, Meeting updates,
  Slack channel -> Dashboards
- What if someone is sick / on leave?
  Stand up meeting
  Whats App Group + SM

Daily stand up - when and where?

- Weekly Retro其他 events -
  When and where?

Telecon.
Values

What do we really stand for and believe in?
How are we going to show it?
**Big Values List**

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<th>Accountability</th>
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Team values

Activity

atmosphere:

- innovative
- collaborative
- flexible
- engaging

we work best together when...

- We value ideas of squad members
- We respect each other opinions
- We respect each other's goals
- We are all working towards a common goal(s)
- Some praise from the beginning
- Clear and goal delivery plan
- We have a shared vision
- We communicate openly
- We have a shared understanding of each other's roles
- We take ownership responsibility for our tasks
- Open communication
- When we all contribute towards a shared goal(s)
- We listen to each other's ideas
- We work directly with each other
- We communicate with each other
- We work with each other
- When we work with each other
COMMON AND PERSONAL GOALS

What do we as a group want to achieve together?
What do I as an individual want to achieve?
SMART Goals

Specific: Specific about what we want to achieve
Measurable: When will we meet the goal
Achievable: Can we visualize the path
Relevant: Is the goal worthwhile
Time bound: How long will it take
SMARTER Goals

Evaluate
How did we do against the original goal

Re-think
Do we re-do or reset our goal
**S M A R T E R Goals**

**Revised Goal Statement:** By 31 March, our blog will see a 10% increase in traffic by increasing our weekly publishing frequency from 3 posts per week to 5 posts.

**Initial Goal Statement:** Increase blog traffic

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<th>Achievable</th>
<th>Relevant</th>
<th>Time-bound</th>
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<tr>
<td>Who needs to be included? What do you want to do? Why?</td>
<td>How many? How much? How will I know it is accomplished? What metrics will I use? What do I know about the current status?</td>
<td>How will I accomplish this goal? What new tools or skills do I need? What, if any, realist is this based on other constraints like finances?</td>
<td>Does this goal seem worthwhile? Is this the right time to pursue the goal? Am I the right person to achieve this goal? Is it applicable to the current socio-economic environment?</td>
<td>Within 1st month: <em>reached target of +3%.</em> By end of quarter: <em>reached +10%.</em></td>
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<td>- Increase publishing frequency from 2 to 3 posts/week</td>
<td>- Currently get +1000 views per day; increase by 10% to 1100 per day</td>
<td>- Blog traffic ↑ by 5% last quarter when we increased frequency from 2 to 3 times/week: infrasture in place</td>
<td>- We will boost brand awareness &amp; generate more leads; give sales more opportunities to close</td>
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**Evaluate**

- Achieved from 1st week of Feb
- Still on +1000 views per day; spike after new posts
- Averagets at +2%
- No measurable increase in sales as yet
- At +2% after 1.5 months

**Re-think**

Reset or redo the original goal. Put your initial statement below and start another SMARTER Goal Canvas.

**New Initial Goal Statement:**
What do each of us need in order to be satisfied and successful in a diverse team?
My Needs Card

As Angie

I need the space to be creative

So I request from the team

the opportunity to include visual elements in our requirement discussions.

Questions?
Practical
Each team will have the opportunity to **select** one of the following techniques to practice:

- Do it yourself values
- Needs and expectations card game
- SMARTER Canvas Personal Goals
Team Canvas

Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

PEOPLE & ROLES
- What are our names and the roles we have in the team?

COMMON GOALS
- What do we really want to achieve?
- What is our key goal that is feasible, measurable and time-bounded?

VALUES
- What do we stand for? What are guiding principles?
- What are our common values that we want to be at the core of our team?

RULES & ACTIVITIES
- What are the rules we want to introduce after doing this session?
- How do we communicate and keep everyone up to date?
- How do we make decisions?
- How do we execute and evaluate what we do?

PURPOSE

PERSONAL GOALS
- Why are we doing what we are doing in the first place?

NEEDS & EXPECTATIONS
- What each one of us needs to be successful?
- What are our personal needs towards the team to be at our best?

STRENGTHS & ASSETS
- What are the skills we have in the team that will help us achieve our goals?
- What are interpersonal/soft skills that we have?
- What are we good at, individually and as a team?

WEAKNESSES & RISKS
- What are the weaknesses we have, individually and as a team?
- What our teammates should know about us?
- What are some obstacles we see ahead that we are likely to face?
<table>
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<th>Time</th>
<th>Section</th>
<th>Activity</th>
<th>Materials/Supplies/Handouts</th>
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| 2'   | Introduction | Introduce speakers, ask questions on high performing teams | - One booklet per person  
- Colored markers  
- Sharpies  
- Agenda/ Parking Lot  
- Action Log |
| 3'   | Introduction to the Team Canvas | Introduce team canvas, ask to follow along in booklet | |
| 5'   | Purpose | Play sample purpose video in the background | |
| 5'   | People & Roles | Perform “on-stage demo” of role exercise | - Role flip chart poster for demo  
- Post-it notes with: Role, Name |
| 5'   | Strengths & Assets and Weaknesses & Risks | Perform “on-stage demo” of Skills matrix Strengths & Assets, and Weaknesses & risks | - Large colored dots: Green, Yellow, Red (20 of each color per person per table)  
- Flipchart paper |
| 5'   | Rules & Activities | Review elements of working agreements | |
| 5'   | Values | Perform “on-stage demo” of values exercise | - One A4 Management 3.0 Big Values List per person  
- One sheet of blank A3 paper  
- One A3 “We work best together when” poster per table  
- Strips of colored paper (many)  
- Glue |
| 5'   | Common & Personal Goals | Read sample team SMARTER goal | - One A3 SMARTER goal template for demo |
| 5'   | Needs & Expectations | Perform “on-stage demo” of needs and expectations exercise | - One pack of “All you need is…” cards per person  
- 5 needs statement cards per person |
| 25’  | Practical Activities | Explain the format of the exercise section | - Practical kit per team |
| 10’  | Feedback & Closing | Answer questions and close off with this slide 😊 | |
questions
Thanks!

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