

Visuals**Speak**[®]mini

Building Great Teams
Facilitator's Guide

EXCERPT

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A field of white tulips in bloom, with long green leaves and thin stems. The flowers are in various stages of opening. A large, semi-transparent watermark with the word "EXCERPT" in a bold, sans-serif font is oriented diagonally across the center of the image.

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Sample Agendas

Agendas and Timing

In this chapter, you will find sample agendas for each of the team-building focus areas, along with a section of putting multiple focus areas together. You may, however, find yourself with less time available than what is outlined in the sample agenda. Alternatively, you may want to go deeper, or work with a larger group—in which case, you would need a greater amount of time.

The following tables show time allotments for the sample agendas, along with a shortened version of each. You can use the same time distribution principles to adapt the agendas for a longer session.

		Session Total	Intro	Icebreaker	Starting	Deepening
Building Relationships	Sample Agenda	90 min.	10 min.	5 min.	17 min.	10 min.
	Short Agenda	30 min.	—	—	10 min.	2 min.
Enhancing Communication	Sample Agenda	90 min.	10 min.	5 min.	17 min.	10 min.
	Short Agenda	30 min.	—	—	10 min.	2 min.
Developing Trust	Sample Agenda	120 min.	10 min.	5 min.	23 min.	10 min.
	Short Agenda	45 min.	—	—	12 min.	3 min.
Managing Conflict	Sample Agenda	120 min.	10 min.	5 min.	23 min.	15 min.
	Short Agenda	45 min.	—	—	12 min.	3 min.
Embracing Transition	Sample Agenda	180 min.	10 min.	5 min.	30 min.	40 min.
	Short Agenda	60 min.	—	—	20 min.	5 min.
Understanding Where Going	Sample Agenda	180 min.	10 min.	5 min.	30 min.	40 min.
	Short Agenda	60 min.	—	—	20 min.	5 min.

Narrowing	Assessing	Applying	Debriefing	Closing		
15 min.	6 min.	12 min.	10 min.	5 min.	Sample Agenda	Building Relationships
5 min.	3 min.	5 min.	5 min.	—	Short Agenda	
12 min.	8 min.	15 min.	8 min.	5 min.	Sample Agenda	Enhancing Communication
2 min.	3 min.	8 min.	5 min.	—	Short Agenda	
20 min.	10 min.	25 min.	12 min.	5 min.	Sample Agenda	Developing Trust
5 min.	5 min.	15 min.	5 min.	—	Short Agenda	
15 min.	15 min.	20 min.	12 min.	5 min.	Sample Agenda	Managing Conflict
5 min.	5 min.	15 min.	5 min.	—	Short Agenda	
30 min.	20 min.	30 min.	10 min.	5 min.	Sample Agenda	Embracing Transition
10 min.	5 min.	15 min.	5 min.	—	Short Agenda	
20 min.	30 min.	30 min.	10 min.	5 min.	Sample Agenda	Understanding Where Going
10 min.	5 min.	15 min.	5 min.	—	Short Agenda	



Sample Agenda: Building Relationships

Time Needed:	90 minutes
Purpose:	For participants to learn things about each other and to make connections beyond name and job title
Materials:	A piece of blank paper and Participant Set per person Paper and pen for taking notes
Set-up:	Sit at tables where people have about 3 linear feet of space

Session Introduction (10 minutes)

- Welcome to the session
- Location of the bathrooms
- Nearest emergency/fire exit
- Overview of agenda
- Goals for the session

Icebreaker (5 minutes)

Select a visual icebreaker to begin the session and get participants accustomed to working with images.

Select your opening prompt

Here are some prompts that have been successfully used for building relationships. Choose one:

- Who am I and what do I bring to the team?
- What motivates me?
- What is unique about me?
- Why am I here?

Starting the Conversation (17 minutes)

2 minutes for instruction

5 minutes for creating images

10 minutes for sharing

Ask participants to quickly go through their image sets to find pictures that speak to the opening prompt:

- Who am I and what do I bring to the team? (*or alternative selection*)

There are no rules about how participants can go about this part of the process. They can select as few or as many photos as they wish, and assemble them any way they wish on the sheet of paper in front of them. The only limitation is time; they should finish selecting and arranging their images **within five minutes**.

Next, use the next ten minutes to have participants share a brief story of their images. Ask them to listen carefully to each person's response and notice the similarities and differences between group members. The amount of time each participant has to share their story will vary with the size of the group and your time constraints.

As participants are sharing their stories, ask clarifying questions if they are needed. You can do this yourself, or explain the types of questions that participants are welcome to ask of each other and allow them to become active questioners. Some examples include:

- Can you tell me more?
- What would be another example?
- Is this what you mean?

Deepening the Conversation (10 minutes)

Ask participants to begin to discuss what they have heard from each other. Some suggested questions:

- What strengths do we have together?
- What are we missing?
- How can we use our strengths better?

Narrowing the Conversation (15 minutes)

Ask participants to create an image together of their team. Once again, there are no rules about how they do this except one: they must include input from everyone. The process they come up with to complete the exercise, and the conversations they have while doing it, contain as much information as the product they will create. Suggest they pay attention to both process and product. Some good questions include:

- What are we choosing?
- What are the most important pieces?
- Where are we aligned?

After they are finished creating the image, ask them to tell the group's story in some way.

Assessing the Conversation (6 minutes)

Now it's time to find out what people's thoughts are after having done a large-group exercise. How did they experience it? Was it difficult to negotiate the process as a group?

Ask the participants questions like these:

- Do you have any different sense of what you can contribute to the team?
- What implication does this have?
- Do you feel a part of the larger group image?

Applying the Conversation (12 minutes)

Ask participants to discuss how they might apply this information going forward. Try questions such as:

- How can we apply what we discovered to our workdays?
- What might we do to leverage the strengths of the team?

Debriefing the Conversation (10 minutes)

The debriefing section is where you help the group pull together everything they have done. It is a critical step and worth every minute invested.

Ask questions such as:

- What did you notice about the process?
- What was it like to create your own image versus creating one with others?
- What are you taking away?

Closing (5 minutes)

At the end of the session, provide guidance to the participants about how to carry the work forward after the session. Point them toward the specific activities in the VisualsSpeak•mini Building Great Teams Participant's Guide to best help them continue their growth. Also, conduct a session evaluation.