

Agenda for the workshop:

Time	Action Activity	Responsibility
8:30 (10 min)	Welcome, introductory words by Teamcoach Quick introduction of facilitators	Teamcoach
8:40 (20 min)	Quick intro into the different forms of teams Visualizations by the team with green and red dots: <ul style="list-style-type: none"> • What level of team is lived at the moment? • What level of team would really be optimal for this team? • What does this mean for the way we communicate? 	Facilitator Visualization/ Discussion
09:00 (20 min)	Discussion in groups of 4 or 8 (dep. On activeness of group members) <ul style="list-style-type: none"> • How do we want to work together i.e. communicate with each other? • What do we need, to be performing in our individual jobs as well as the team as a whole? • Where do we see issues at the moment? What needs to work better? • Which form of team is fitting for our team? Based on what? Groups put down some key aspects on a flip chart	Facilitator Group work/ Discussion
09:20 (40 min)	(if in group of 4: the two sub-groups share their notes) – 10 min Discussion in groups of 8 <ul style="list-style-type: none"> • How should we as a team communicate in the future? • What is important for our team work? • Start, Stop, Continue -what can the SLT do to improve communications? • What is already good and should be continued? • What is bothering team members and should be stopped? • What do team members want differently, what should be started? 	Facilitator Group work/ Discussion
10:00 (60 min)	Back in the big group (together with Teamcoach) The two groups share thoughts, ideas and outcome of their discussion In the big group: agree on some points for Start, Stop, Continue <ul style="list-style-type: none"> • What should be continued? • What should be stopped? • What should be started? In regards to the communication within the team as well as the communication towards the outside (corporate)	Facilitator/ Teamcoach
11:00 (30 min)	Next Steps <ul style="list-style-type: none"> • Agree on the next steps in order to put the ideas into action • Prioritize and identify which actions can be “Quick Wins” and can be implemented quickly and easily, as well which actions need more planning/rearranging and need a more long term commitment (who will be responsible to follow up) 	Facilitator Group work/ Discussion
11:30	Closing	