TEAM KICK OFF PRE-WORK

LOCATION:	Where it is
DATE:	When it is
TIME:	1pm - 5pm (allow good time, especially for large teams)
ATTENDEES:	The team!!

PURPOSE OF DISCUSSION

Opportunity for the team to come together, learn about each other and start to form as a team. Clarify roles and ways of working and what we'd each like to learn and try. Get clear on where we are headed and how were going to do it!

Oh yeah, and have some fun!

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AGENDA ITEMS

VISION	Share an initial draft of the purpose vision and outcomes for the team. We'll discuss this and co-create a final version for the team.
TEAM BUILDING	To understand who is on the team, get to know each others knowledge sets, passion sets and skills sets and why we do the work we do. Understand what people want to learn. A bit about working styles. #Information to be completed on provided template prior to kick off and brought into meeting
EXPECTATION MAP	Set out the expectations of the experience we want to have on our project and how we want to be supported in mentoring. #also profiled prior to meeting using supplied template. (Or you can do this in the session if you prefer)
TEAM CHARTER	Getting on the same page around team purpose, outcomes, the context and timeframes we are working with. What will be our team rituals and working cadence, how will we collaborate and what tools and methodology will we use. (We will complete the third template during the workshop.
FUN	Do something fun!

PRE-WORK

TEAM BUILDING STEP ONE: COMPLETE THE UNDERSTANDING ROLES TEMPLATE (10 MINS)


Team building—step one.

WHAT YOU NEED TO DO:
Complete step one - understanding roles template and bring it along with you to the kick off workshop. In step one we want to get to know one another, what attributes we bring to the group, what role we will play in the team and what we personally want to get out of working together. This is a great opportunity for us to connect as a team and as people, have a shared understanding of the group dynamic and reflect on what this means for each of us.

A QUICK NOTE ON KNOWLEDGE SETS, SKILLS SETS AND PASSION SETS
Knowledge sets means the things you know, practice concepts, ideas and theories.
E.g. A Doctor's knowledge includes the anatomy, human biology, symptoms and best practice management of disease, professional standards and medical protocols. In their previous job they might have worked in an emergency department of a hospital so they also have knowledge of emergency management procedures even though they may not use this knowledge in their current role.

Skill Sets mean the things you do. A Doctors skill sets include asking questions, gathering information, using medical equipment i.e. a stethoscope, researching, reading and interpreting test results, conveying information in a clear way, referring patients, writing scripts.

Passion sets means the things that give you energy and which you are fulfilled by. They don't need to be just about the work you do. A Doctor might be passionate about disease prevention in underprivileged communities or hiking in the mountains. Both are important to the context of their life and understanding who they are as a person.

TEAM BUILDING STEP TWO: COMPLETE YOUR EXPECTATION MAP (10 MINS)



WHAT YOU NEED TO DO:

Thinking about the project and consider your own expectations of the experience you want to have. What do you want to think and feel? What do you want to see? What do you want to say and do? And what do you want to hear? Complete the expectation map and bringing it along to the kick off session.