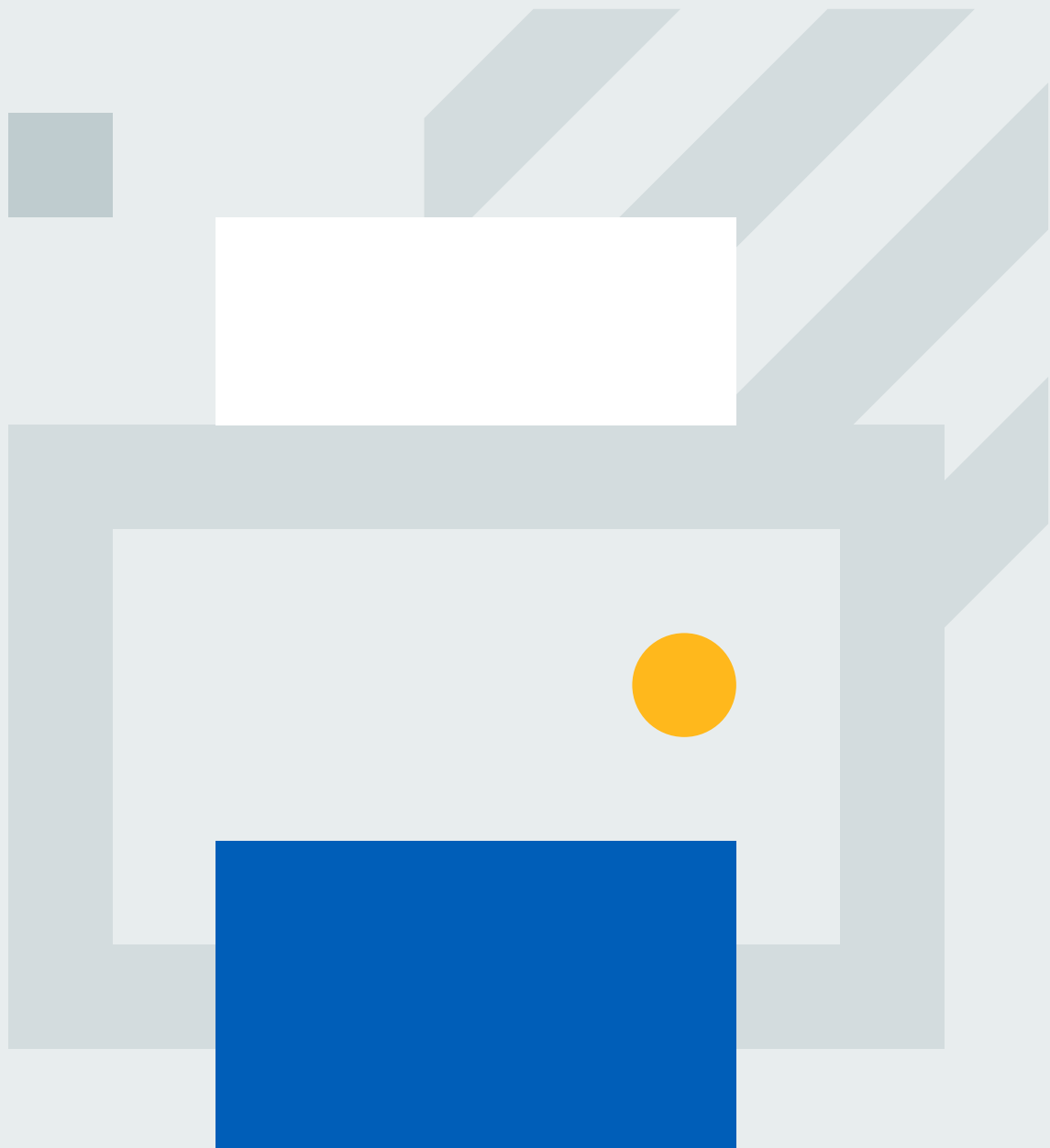


Worksheets

Module 05 > Meeting as a team

Forms from this module for you to complete in a simplified print-ready format.



Team meeting flow

Some ideas to get you started

Step 1. A strong welcome

- Energy, passion, eye contact and a loud warm welcome.

Step 2. How's it going?

- Ask your team for their personal reflections and opinions.
- Protect everyone's chance to speak and ask more questions to clarify if necessary.
- Start a conversation and get as many people involved as possible.

Step 3. Recognition and thanks

- Thank individual people for anything they've done that stands out or is worthy of recognition. And when you do that, don't just say thank you, well done and move on. Be specific - about what they did, how they did it and why it made a difference to all of you.

Step 4. Your key messages

- Add in your key messages and any of the main things you want to talk about or that your team need to know.
- Link everything back to your overall direction and plan, which, of course is the why.
- Talk about the ways of working and behaviours you want to see the team displaying individually and together, which is the how.
- And then run through all the tasks that are a priority, which is the what.

Step 5. Offer support

- Ask if the team need anything from you to make any of the plan happen.

Step 6. Close

- This needs a high energy close to match your high energy opening - wish everyone well, thank them for what they're doing and repeat your commitment to supporting them as they get going again.