



# 12

A large purple number 12 with a stylized upward-pointing arrow integrated into the bottom right of the number 2.

## Quick



## Team Boosters

Volume













# 2

**For High Performance Teams**

**Dr Pete Stebbins PhD**

with Alistair Kerr

# 10 Minute Team Booster Vol 2.

KPI 1	KPI 2	KPI 3	KPI 4
<b>13. SUCCESSION PLANNING 101</b>  <p><b>Activity:</b> Display team chart. Each team member then has 1 minute to describe the key skills, knowledge and attributes needed for their role.  <b>Time Required:</b> 5-10 min at next team meeting/huddle</p>	<b>16. HOT SEAT ON 'STRENGTHS'</b>  <p><b>Activity:</b> In groups of 4-5 team members, each person describes the strengths (hot seat) of the nominated individual rotating through all team members.  <b>Time Required:</b> 10 mins at team meeting (2 minutes per person in the hot seat)</p>	<b>19. HELP SEEKING X C.A.R.D COLOUR</b>  <p><b>Activity:</b> In groups of 3-4 team members, describe something you would like help with right now then paraphrase a help request to suit each of the 4 C.A.R.D types.  <b>Time Required:</b> 10 mins at team meeting (2-3 min each person)</p>	<b>22. MAGIC MOMENTS PHOTO SHARE</b>  <p><b>Activity:</b> In groups of 3-4 team members, share a special photo from your phone and the story behind it (share a memory if you don't have a photo handy).  <b>Time Required:</b> 10 mins at next team meeting</p>
<b>14. VALUE ADDING x 3</b>  <p><b>Activity:</b> In pairs each person identifies 3 other team members and (a) how they could add value to them or (b) how they could get additional value from them.  <b>Time Required:</b> 10 minutes (5 pairs/5 round the room feedback)</p>	<b>17. LESSONS FROM TEDx</b>  <p><b>Activity:</b> Watch a 5-7 minute TED talk (or similar) on a key professional skill (i.e., communication planning, customers, risk etc) then have each team member share 1 key learning.  <b>Time Required:</b> 10 mins at next team meeting</p>	<b>20. MISUNDERSTANDINGS</b>  <p><b>Activity:</b> In groups of 3-4 team members, share an experience of being misunderstood by someone else and reflect on why this happened.  <b>Time Required:</b> 10 mins at team meeting (2-3 min each person)</p>	<b>23. BUCKET LIST TOP 3-5</b>  <p><b>Activity:</b> In pairs share your top 3-5 bucket list items (3 min) then share 1-2 items per person with the whole team (7 min).  <b>Time Required:</b> 10 mins at next team meeting</p>
<b>15. LEVEL UP LITE</b>  <p><b>Activity:</b> 5 minute refresher on the HPT Level Up Table followed by a 5 minute round the room discussion on the team's current level and next steps.  <b>Time Required:</b> 10 mins at next team meeting/huddle</p>	<b>18. SELF FEEDBACK REFLECTION</b>  <p><b>Activity:</b> In pairs, answer the warm up question: <i>"The feedback conversation I should be having with myself but am avoiding is..."</i> and then share with team.  <b>Time Required:</b> 10 mins (5 pair/5 round the room reflections)</p>	<b>21. GIMME SOME SUGAR x C.A.R.D TYPE</b>  <p><b>Activity:</b> Discuss how best to give praise &amp; positive feedback to each of the 4 C.A.R.D types noting key words and phrases.  <b>Time Required:</b> 10 min whole group discussion at next team meeting</p>	<b>24. SILVER LININGS</b>  <p><b>Activity:</b> In group of 3-4 team members, describe a tough situation that ultimately turned into something positive for you.  <b>Time Required:</b> 10 mins at next team meeting (2 mins per person)</p>

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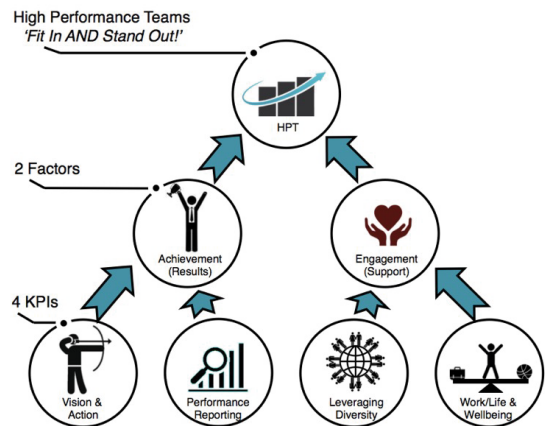


# Introduction:

# Booster Sessions for High Performance Teams

While it's true that *'change is the only constant in life'*, the scope, scale and speed of change that modern organisations face is truly unprecedented. Organisations that have thrived ALL have one thing in common – they are built on the foundations of High Performance Teams.

High Performance Teams consistently exceed performance targets, all while creating positive team dynamics that strengthen long-term working relationships. But how? Where do they get the time to focus on being a better team amidst the daily grind and shifting goal posts?



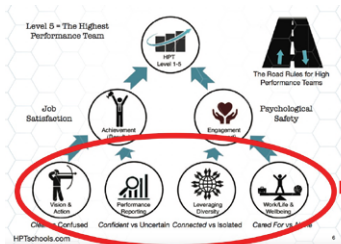
## The Compound Effect: Small Investments Pay Off Big Time!

The Compound Effect is magical! If you had invested \$10,000 into Warren Buffett's Berkshire Hathaway in 1965 it would be worth \$88 million today. That insane return is only possible because gains made from each year of investing are reinvested 'compounding' growth over the subsequent years. The Compound Effect doesn't just work in finance...

High Performance Teams don't have more time than other teams, they aren't smarter, and they aren't luckier. High Performance Teams are different from other teams because they take advantage of the Compound Effect and invest in themselves by using micro (10-minute) blocks of time to consistently improve and reinforce team systems and processes. The magical results of the compound effect is within reach of any team that chooses to make the wise investment in themselves!

To Begin You Must Decide Where to Start

There are a wide number of micro-teaming exercises to choose from. Having options is great, but sometimes having too many options can send us into analysis paralysis. This book has been designed to bring together the next 12 highly effective activities aligned to the High Performance Teams Program.



HPT Focused 10min Quick Team Building Activities

KPI 1	KPI 2	KPI 3	KPI 4
1. Linking Team Roles With Strategy	4. Sharing Your Update Tool	7. CARD Types & Team Profile	10. Team Wellbeing Exercise
2. 90 Day Sprint: Top Team Goal	5. Seeking Feedback: 3 x 3	8. Above & Below Line Chart Update	11. Personal Achievement & Challenge
3. Review Team Activity Cycle	6. Hot Issues: Boosting Feedback	9. 'Post-It' Notes: Admire / Concern	12. My Weekly Wellbeing Goal

If you've been part of the program for some time and are using the HPT Team Pulse, your team may benefit most from choosing activities aligned to the priority area highlighted on your Team's HPT Pulse scorecard.

If you're new to the world of High Performance Teams or would like to have some fun and 'mix things up a bit' spin the team building wheel to select activities at random!

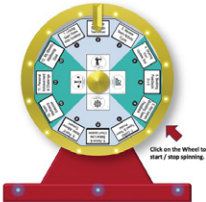
Selecting Activities OPTION 1: Priority Area From Team Pulse Scorecard

Collective Team Efficacy HPT Pulse: Review & Actions				
Team	Wellbeing	Performance	Learning	Action
1	80%	70%	60%	...
2	70%	60%	50%	...
3	60%	50%	40%	...
4	50%	40%	30%	...
5	40%	30%	20%	...
6	30%	20%	10%	...
7	20%	10%	0%	...
8	10%	0%	0%	...
9	0%	0%	0%	...
10	0%	0%	0%	...



10 Minute Team Boosters for High Performance Teams			
KPI 1	KPI 2	KPI 3	KPI 4
1. Linking Team Roles With Strategy	4. Sharing Your Update Tool	7. CARD Types & Team Profile	10. Team Wellbeing Exercise
2. 90 Day Sprint: Top Team Goal	5. Seeking Feedback: 3 x 3	8. Above & Below Line Chart Update	11. Personal Achievement & Challenge
3. Review Team Activity Cycle	6. Hot Issues: Boosting Feedback	9. 'Post-It' Notes: Admire / Concern	12. My Weekly Wellbeing Goal

Selecting Activities OPTION 2: Spin The Team Building Wheel!



Regardless of how you choose to start, remember the Compound Effect. Set aside 10 minutes a week to complete a new activity and your team will be well on the way to High Performance!

# **12 Team Boosters Unpacked**

## **KPI 1 Vision & Action**

**Team Pulse: Job Satisfaction**



# Team Booster #13

# Succession Planning

# 101



## What:

**Activity:** Display your Team Chart. Give each team member 1 minute to explain the key skills, knowledge and attributes needed for their role.

**Time Required:** 5-10 minutes at your next team meeting or huddle (depending on team size).

## Why:

The role of each team member involves more than the key tasks they are assigned, with each role requiring a special mix of skills, knowledge and attributes. Members of High Performance Teams are always seeking to boost their level of performance by identifying and plugging skill, knowledge and attribute gaps within their team. An up-to-date skills matrix enables teams to identify the need for up/cross skilling within the team, as well as targeted recruitment to bring in new team members who will add value when required.

## How:

**Step 1 (2 mins):** Using a flipchart or white board draw up the Team Chart with name, roles and reporting lines (see blank template and example on the following page) or use your existing Team Chart document. **Step 2 (2 mins):** Invite each team member to reflect on the key skills, knowledge and attributes needed for their role. **Step 3 (6 mins):** Invite each team member to share with the group and note down the key skills, knowledge and attributes needed for their role. **Accountability:** Add key skills, knowledge and attributes to the Team Chart and place updated version on your Team Data Wall for ongoing discussions as part of your regular team activity cycle.



1

# Team Chart



## Team: Administration

- Oversee non-teaching staff
- Oversee School Budget
- Oversee Facilities
- Oversee Purchasing
- Oversee Human Resources

**Business Manager**  
**Linda Forrest**

**Accounts Payable  
Facilities**  
**Mary Halliday**

- Accounts payable
- Facilities repairs and planning
- Support staff relief
- Casual claims
- Blue cards (applications, renewals and monitoring)

**Accounts  
Receivable**  
**Tanya Smith**

- Receipting
- Invoicing credits
- Excursion reporting
- Student finance

**Reception**

**Jane North**

- Reception
- Enrolments
- Planning TRS daily schedule
- Monitor duty roster
- Staff Contact
- Roll entry monitoring

**Student  
Services**  
**Melanie Jones**

- Student services window
- Manage health room
- Office support as required
- Specialised student health needs
- Photocopy allocation

**Attendance  
Officer**  
**Nicole Bannister**

- Student absences
- Report attendance data
- Timesheet management

1

# Team Chart



**Our Team**

**Key Skills/Knowledge/Attributes**

**Key Skills/Knowledge/  
Attributes**

**Key Skills/Knowledge/  
Attributes**

**Key Skills/Knowledge/  
Attributes**

**Key Skills/Knowledge/  
Attributes**

**Key Skills/Knowledge/  
Attributes**

## Team Booster #14

# Value Adding x 3



### What:

**Activity:** In pairs, each person identifies 3 other team members and (a) how they could add value *to* them or (b) how they could get additional value *from* them.

**Time Required:** 10 minutes at your next team meeting or huddle.

### Why:

Members of High Performance Teams know that one of the greatest resources they have is the other members of their team. They are also often highly generous, wanting to give their all for the betterment of their colleagues and the whole team. Intentionally thinking of how to get value from, as well as give value to, others in the team ensures that the team's performance is always greater than the sum of its parts.

### How:

**Step 1 (5min):** Invite the team to form pairs and have each person identify and discuss 3 team members and (a) how they could add value *to* them or (b) how they could get additional value *from* them. **Step 2 (5min):** Engage in round the room discussion with each team member sharing one person they identified and how they could either give or get more value from that person. **Accountability:** Have team members follow-up with the person that they identified and report back on progress at the following team meeting or huddle.

## Value Adding x 3

Team Member	How I Can Give More Value...	How I Can Get More Value...
<b>Example: Jane Jones</b>	<i>Schedule 15 minutes per week for a non-work 'coffee catch-up'.</i>	<i>Ask for tips on how to best organise my OneNote.</i>

# Team Booster #15

## Level Up Lite



### What:

**Activity:** 5 minute refresher on the HPT Level Up Table followed by a 5 minute round the room discussion on the team's current level and next steps.

**Time Required:** 10 minutes at your next team meeting or huddle.

### Why:

A team's overall level of performance is determined by 3 key factors: (1) VALUE (a combination of direct and indirect productivity benefits) due to the FOCUS they have from clarity of vision and the setting of targets and goals, (2) CONFIDENCE – the trust they have as a team to share information with each other DRIVEN by the need for support and succession, and (3) CHALLENGE – the main CHALLENGE they face and the relevant leadership APPROACH that is needed. Constantly reviewing a team's VALUE, CONFIDENCE and CHALLENGE allows team members to plan and implement strategies to maintain and improve overall team performance.

### How:

**Step 1 (5min):** Conduct a brief refresher on the HPT Level Up Table (see Page 11). **Step 2 (5min):** Round the room discussion on next steps to help the team maintain and improve overall performance. **Accountability:** Capture suggestions on next steps from the team discussion and incorporate into the team's action plan.

## HPT Level Up Table

HPT Level	Value* (Focus)	Confidence (Driver)	Challenge (Approach)
<b>Level 5 Elite HPT</b>	<b>10x (Leverage)</b>	<b>100% (Legacy)</b>	<b>Super-Stretch (Coach)</b>
<b>Level 4 Adv HPT</b>	<b>5x (Strategic)</b>	<b>90% (Growth)</b>	<b>Stretching (Coach)</b>
<b>Level 3 HPT</b>	<b>2x (Collaborative)</b>	<b>75% (Understanding)</b>	<b>Improving (Mentor)</b>
<b>Level 2 Functional</b>	<b>1x (Constructive)</b>	<b>50% (Acceptance)</b>	<b>Systems (Manage)</b>
<b>Level 1 Dysfunctional</b>	<b>-2x (Destructive)</b>	<b>0% (Distrust)</b>	<b>Structures (Manage)</b>



# **12 Team Boosters Unpacked**

## **KPI 2 Performance Reporting**

**Team Pulse: Performance Feedback**



## Team Booster #16

# Hot Seat On 'Strengths'



### What:

**Activity:** In groups of 4-5 team members, each person describes the strengths (hot seat) of the nominated individual rotating through all team members.

**Time Required:** 10 minutes at your next team meeting (2 minutes per person in the 'hot seat').

### Why:

Sharing genuine gratitude and appreciation for the strengths that team members bring into the team can boost morale and motivation. It can also reveal 'hidden strengths' within the team – strengths that individual team members didn't know that they possessed.

### How:

Break into groups of 4-5 team members. Decide on the order for the 'hot seat'. Set a two-minute timer where each person in the group describes the strengths of the nominated individual. Once the timer has elapsed move on to the next team member until all team members have had a turn in the 'hot seat'.

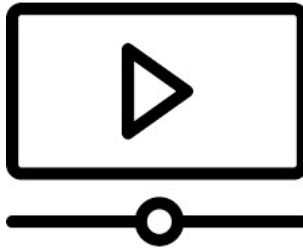


## Hot Seat on 'Strengths'

Team Member	Top Strengths
<b>Example:</b> <b>Jane Jones</b>	<ul style="list-style-type: none"> <li>• <i>Compassionate</i></li> <li>• <i>Excellent role knowledge</i></li> <li>• <i>Positive outlook</i></li> <li>• <i>Willing to help</i></li> <li>• <i>Articulates mid to long term strategy clearly</i></li> </ul>

# Team Booster #17

## Lessons From TEDx



### What:

**Activity:** Watch a 5-7 minute TED Talk (or similar) on a key professional skill (i.e., communication, planning, customers, risk etc.) then have each team member share one key learning.

**Time Required:** 10 minutes at your next team meeting (5-7 min video with remaining time spent on team discussion).

### Why:

Members of High Performance Teams value learning with their peers. They are often also time poor. Scheduling and prioritising 'team professional development time' into the team's regular activity cycle ensures that this important team activity is less likely to be forgotten amongst day-to-day business.

### How:

Each time the activity is run assign an activity leader (rotating) responsible for selecting a short (5-7 minute) video clip related to the team's professional development. Play the clip for the team followed by a round the room discussion of key learnings and takeaways.

# Lessons From TEDx: Noteworthy Talks

(Find more at [www.TED.com](http://www.TED.com))



SIR KEN ROBINSON

## **Do schools kill creativity?**

Sir Ken Robinson makes an entertaining and profoundly moving case for creating an education system that nurtures (rather than undermines) creativity.



AMY CUDDY

## **Your body language may shape who you are**

(NOTE: Some of the findings presented in this talk have been referenced in an ongoing debate among social scientists about robustness and reproducibility. Read "Criticisms & updates" below for more details as well as Amy Cuddy's response.) Body language affects how others see us, but it may also change how we see ourselves. Social psychologist Amy Cuddy argues that "power posing" — standing in a posture of confidence, even when we don't feel confident — can boost feelings of confidence, and might have an impact on our chances for success.



SIMON SINEK

## **How great leaders inspire action**

Simon Sinek has a simple but powerful model for inspirational leadership — starting with a golden circle and the question: "Why?" His examples include Apple, Martin Luther King Jr. and the Wright brothers ...



BRENÉ BROWN

## **The power of vulnerability**

Brené Brown studies human connection — our ability to empathize, belong, love. In a poignant, funny talk, she shares a deep insight from her research, one that sent her on a personal quest to know herself as well as to understand humanity. A talk to share.



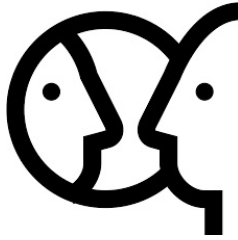
TIM URBAN

## **Inside the mind of a master procrastinator**

Tim Urban knows that procrastination doesn't make sense, but he's never been able to shake his habit of waiting until the last minute to get things done. In this hilarious and insightful talk, Urban takes us on a journey through YouTube binges, Wikipedia rabbit holes and bouts of staring out the window — and encourages us to think harder about what we're really procrastinating on, before we run out of time.

## Team Booster #18

# Self Feedback Reflection



### What:

**Activity:** In pairs, answer the warm up question: *“The feedback conversation that I should be having with myself but am avoiding is...”* and then share your answer with the team.

**Time Required:** 10 minutes at your next team meeting or huddle.

### Why:

We often know deep down the things we need to address to improve our own work/life and wellbeing. At the same time we avoid deeper introspection on these topics due to overwhelm and/or fatigue. Pinning down a single area of improvement and articulating it to a close team mate can increase the likelihood that we will take action as a result of our disclosure and the support provided by the team.

### How:

**Step 1 (5min):** Have team members self select a partner for the activity and follow the instructions on Page 19. **Step 2 (5min):** For *higher trust teams* have each team member share a reflection or takeaway with the wider team. For *lower trust teams* allow pairs to continue discussion in greater depth.

# Self Feedback Reflection

Choose one of the categories below and answer the question: *“The feedback conversation that I should be having with myself but am avoiding is...”* Then, in as much as you are comfortable, share your answer with your partner.

<b>1. Play / Hobbies</b>	<b>2. Work / Career</b>
<b>3. Key Relationships</b>	<b>4. Family &amp; Friends</b>



# **12 Team Boosters Unpacked**

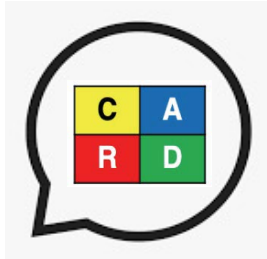
## **KPI 3 Leveraging Diversity**

**Team Pulse: Peer Support**



## Team Booster #19

# Help Seeking x C.A.R.D. Colour



### What:

**Activity:** In groups of 3-4 team members, describe something that you would like help with right now then paraphrase a help request to suit each of the four C.A.R.D. types.

**Time Required:** 10 minutes at your next team meeting or scheduled time (2-3 minutes per team member).

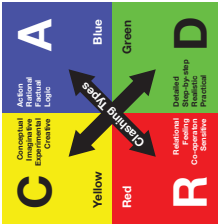
### Why:

Failures in teamwork and communication are ALWAYS part of the pattern in dysfunctional teams yet can be easily avoided and/or rectified by understanding team dynamics and personality. Many people have heard of, or even used, profiling tools such as Myers-Briggs, DISC, AusIDentities and other systems that highlight differences in personality and the way that people interact. These tools all link back to the work of Swiss Psychologist, Professor Carl Jung, who released a book in 1921 titled 'Psychological Types' where he identified four main functions that dictate how we communicate and interact with the world. When working in a team it is helpful to think of these functions using the C.A.R.D. acronym (C – Conceptual, A – Action, D – Detail, and R – Relational Focus). Jung states that everyone has their own Dominant Function, usually dictating how they communicate with the world and interact with others. The key to success when it comes to teamwork and getting help is to ask for help in a way that team members will 'hear' it best.

### How:

Divide the team into groups of 3-4 team members. Have each team member describe something that they would like help with right now and then paraphrase that help request to suit each of the four C.A.R.D. types. Use the prompts on the following page as is helpful.



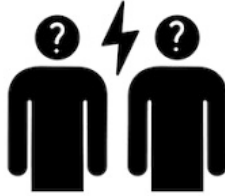


# Collaborating Effectively: 1:1 Personality, Stress & Communication

Type	Colour	Focus	Identifiers / Key Words	Defusing Stress: Giving Support To Them	Defusing Stress: Getting Support From Them
<b>Concept</b>	Yellow	<b>Why</b>	Big Picture / Future Focused / Thinks About Long Term & Wider Impacts – Impact Focused Stress / Anxiety	Let them finish and acknowledge their perspective before offering solutions / options	"I am a concept person and need to know how / why this fits into the bigger picture of what we are doing..."
<b>Action</b>	Blue	<b>What</b>	Black & White / Immediate Focus – 'Right / Wrong' / Wants It Fixed 'Now' – Direct Active Personal Stress / Anger	Agree with them about the need to take action now and then outline realistic next steps and follow-up processes	"I am an action focused person and just need you to simply tell me what the specific next step is..."
<b>Relational</b>	Red	<b>Who</b>	Strong People Focus / Feelings, Care, Respect, Alignment, Emotions – Tangential / Passive Third Party Stress / Anxiety	Acknowledge feelings and empathise / apologise – offer realistic support and restorative actions and availability to support further as needed	"I am a people person and sometimes find it hard to ask for help and worry about what others will think. What I really need from you right now is..."
<b>Detail</b>	Green	<b>How</b>	Strong 'Rules' Focus – Fairness, Compliance With Policy / Process, Justice, Equity – Verbose Fairness Focused Stress / Anger	Let them finish and acknowledge their version of events and circumstances and the need to address the issues before providing detailed solutions / options	"I am a details focused person and need you to tell me more specifically what is expected / needed / supposed to happen and by when in order to (complete this task / follow this procedure)..."

## Team Booster #20

# Misunderstandings



### What:

**Activity:** In groups of 3-4 team members share an experience of being misunderstood by someone else and reflect on why this happened.

**Time Required:** 10 minutes at your next team meeting (2-3 minutes per person).

### Why:

Reflecting on key learnings from our own, as well as others' communication mishaps is one of the best ways to improve our communication as a team moving forward.

### How:

Divide the team into groups of 3-4 team members. Have each team member share a situation in which they were misunderstood as well as their key learnings (use the prompt sheet on Page 25 as is helpful). Use a 2-3 minute timer (depending on group size) to prompt the group and keep on track.

# Misunderstandings

Think of a time that you were misunderstood and share your lessons with your team.

**Situation:**

I was misunderstood when...

**Background:**

The relevant background / context is...

**Assessment:**

I think that the problem occurred because...

**Recommendation:**

To navigate a similar situation more successfully in the future I would...

# Team Booster #21

## Gimmie Some Sugar x C.A.R.D. Type



### What:

**Activity:** Discuss how best to give praise and feedback to each of the four C.A.R.D. types noting key words and phrases.

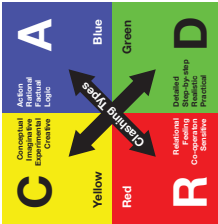
**Time Required:** 10 minute whole group discussion at next team meeting.

### Why:

The C.A.R.D. acronym is useful for understanding an individual's predominant communication preference (C – Conceptual, A – Action, D – Detail, and R – Relational Focus). When it comes to building strong relationships, many of us have been taught (and follow) the Golden Rule: *"Do unto others as you would have them do unto you"*. However, if we follow the Golden Rule in relation to communication preferences it is likely to only be effective if we share the same preference as the person we are communicating with and could very well lead to a communication disaster if we are communicating with someone who has a strong preference for a communication type that clashes with our own. So if we don't follow the Golden Rule what can take its place? Our advice is The Platinum Rule: *"Do unto others as they would want it done unto them"*.

### How:

**Step 1 (5min):** As a team, review the C.A.R.D. Communication Types (see Page 27). **Step 2 (5min):** Discuss how best to give praise and feedback to each of the four C.A.R.D. types by following the 'Platinum Rule'. Make sure to note down any key words and phrases.



# Collaborating Effectively: 1:1 Personality, Stress & Communication

Type	Colour	Focus	Identifiers / Key Words	Defusing Stress: Giving Support To Them	Defusing Stress: Getting Support From Them
<b>Concept</b>	<b>Yellow</b>	<b>Why</b>	Big Picture / Future Focused / Thinks About Long Term & Wider Impacts – Impact Focused Stress / Anxiety	Let them finish and acknowledge their perspective before offering solutions / options	"I am a concept person and need to know how / why this fits into the bigger picture of what we are doing..."
<b>Action</b>	<b>Blue</b>	<b>What</b>	Black & White / Immediate Focus – 'Right / Wrong' / Wants it Fixed 'Now' – Direct Active Personal Stress / Anger	Agree with them about the need to take action now and then outline realistic next steps and follow-up processes	"I am an action focused person and just need you to simply tell me what the specific next step is..."
<b>Relational</b>	<b>Red</b>	<b>Who</b>	Strong People Focus / Feelings, Care, Respect, Alignment, Emotions – Tangential / Passive Third Party Stress / Anxiety	Acknowledge feelings and empathise / apologise – offer realistic support and restorative actions and availability to support further as needed	"I am a people person and sometimes find it hard to ask for help and worry about what others will think. What I really need from you right now is..."
<b>Detail</b>	<b>Green</b>	<b>How</b>	Strong 'Rules' Focus – Fairness, Compliance With Policy / Process, Justice, Equity – Verbose Fairness Focused Stress / Anger	Let them finish and acknowledge their version of events and circumstances and the need to address the issues before providing detailed solutions / options	"I am a details focused person and need you to tell me more specifically what is expected / needed / supposed to happen and by when in order to (complete this task / follow this procedure)..."



# **12 Team Boosters Unpacked**

## **KPI 4 Work/Life & Wellbeing**

**Team Pulse: Work/Life & Wellbeing**



## Team Booster #22

# Magic Moments Photo Share



### What:

**Activity:** In groups of 3-4 team members share a special photo from your phone and the story behind it (share a memory if you don't have a photo handy).

**Time Required:** 10 minutes at your next team meeting.

### Why:

It's commonly understood that regular exercise can boost our Physical Fitness (energy, immunity and lifespan). Further, our Mental Fitness (resilience and optimism) can be boosted through Mindfulness, Healthy Thinking and Problem-Solving techniques. Members of High Performance Teams appreciate that there is a third type of 'Fitness' – Relationship Fitness – that contributes significantly to overall team health (more effective learning, feedback and support). Relationship Fitness is boosted through appropriately sharing our context (who we are and how we are changing over time) with others in our team.

### How:

Divide the team into groups of 3-4 team members. Instruct team members to select and share a special (work appropriate) photo from their phone as well as the story behind it. If any team member doesn't have their phone or a photo with them invite them to share a memory instead.



## Team Booster #23

# Bucket List Top 3-5



### What:

**Activity:** In pairs share your top 3-5 bucket list items then share 1-2 items with the whole team.

**Time Required:** 10 minutes at your next team meeting or huddle (3 min pair and share, 7 min whole group feedback).

### Why:

The better others understand our hopes and dreams, the better they can direct their energy and insight into helping us to make our dreams come true.

### How:

**Step 1 (3min):** Divide the team into pairs to share the top 3-5 items from their bucket lists (see Page 32). **Step 2 (7 min):** Invite team members to share 1-2 items from their bucket list with the whole team.

# My Bucket List

Consider the categories below, noting down a few items in each from your 'bucket list'. Where you are comfortable, share your bucket list with your team.

<p><b>1. Play / Hobbies</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>2. Work / Career</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>3. Key Relationships</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>4. Family &amp; Friends</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

# Team Booster #24

# Silver Linings



## What:

**Activity:** In groups of 3-4 team members, describe a tough situation that ultimately turned into something positive for you.

**Time Required:** 10 minutes at your next team meeting or huddle (2 mins per person).

## Why:

Reflecting on key learnings from our own, as well as others' life struggles and ultimate triumphs is a great way to identify our key 'life lessons', as well as better understand and empathise with others in our team.

## How:

Divide the team into groups of 3-4 team members and have them each share a tough situation that ultimately turned into something positive for them (see Page 34) – 2 minutes per person.

# Silver Linings

Think of a tough situation in which you ultimately triumphed and share your lessons with your team.

**Situation:**

My tough situation was...

**Background:**

The relevant background / context is...

**Assessment:**

I think that I was able to triumph because...

**Recommendation:**

To navigate a similar situation more successfully in the future I would...













# Bonus Material!

## 10min Team Boosters (Vol 3.)















### BONUS MATERIAL!

#### 10 Minute Team Boosters Vol 3.

KPI 1	KPI 2	KPI 3	KPI 4
<b>TEAM PURPOSE HEDGEHOG REVIEW</b>  <i>Activity:</i> Answer the 3 'Core Purpose' questions as a team. <i>Time Required:</i> 10 mins at next team meeting.	<b>MEETING DYNAMICS REVIEW</b>  <i>Activity:</i> Review of previous quarter's moderator feedback on team dynamics identifying areas for team improvement. <i>Time Required:</i> 10 mins at next team meeting.	<b>MY STATUS: RISKS &amp; BENEFITS</b>  <i>Activity:</i> Review 'Status & Presence' (5 mins). In groups of 3-4 identify your own status and its risks / benefits (5 mins). <i>Time Required:</i> 10 mins at next team meeting.	<b>COUNTING DOWN</b>  <i>Activity:</i> Complete a sensory count-down meditation as a team. <i>Time Required:</i> 10 min at next team meeting or huddle.
<b>VISION CASTING</b>  <i>Activity:</i> Complete a Y chart articulating what the team's core purpose 'looks like, sounds, & feels like' over the next year. Identify the team's top 3 priorities. <i>Time Required:</i> 10 mins at next team meeting.	<b>MEETING HEALTH CHECK</b>  <i>Activity:</i> Review of team meeting agenda to ensure it meets team needs. <i>Time Required:</i> 10 mins at next team meeting.	<b>ROLES IN CONFLICT</b>  <i>Activity:</i> Review Karpman's Drama Triangle (5 mins). In groups of 3-4 identify your typical role in conflict (5 mins). <i>Time Required:</i> 10 mins at next team meeting.	<b>LOTTO LUCK</b>  <i>Activity:</i> Round room share answers to the warm up question: "What would you do if you won lotto tomorrow?" <i>Time Required:</i> 10 min whole group discussion at next team meeting.
<b>STRETCH GOALS IN FOCUS</b>  <i>Activity:</i> Apply the 2 stretch goal questions to x3 team goals. Assess what actions could take your team closer to achieving your stretch goals. <i>Time Required:</i> 10 mins at next team meeting.	<b>LEAD INDICATOR DATA REVIEW</b>  <i>Activity:</i> Whole team discussion on team lead and lag indicators. <i>Time Required:</i> 10 mins at next team meeting.	<b>BELOW THE LINE CONFESSIONAL</b>  <i>Activity:</i> In groups of 3-4 share a time when you went 'below the line' and reflect on why this happened (2-3 mins/person). <i>Time Required:</i> 10 mins at next team meeting.	<b>CAREER LEGACY</b>  <i>Activity:</i> In pairs, share your top 3 career legacy hopes (3 mins), then share top career legacy hope per person with the whole team (7 mins). <i>Time Required:</i> 10 min whole group discussion at next team meeting.

# BONUS MATERIAL!

## 10 Minute Team Boosters Vol 3.

KPI 1	KPI 2	KPI 3	KPI 4
<b>TEAM PURPOSE HEDGEHOG REVIEW</b>  <b>Activity:</b> Answer the 3 'Core Purpose' questions as a team. <b>Time Required:</b> 10 mins at next team meeting.	<b>MEETING DYNAMICS REVIEW</b>  <b>Activity:</b> Review of previous quarter's moderator feedback on team dynamics identifying areas for team improvement. <b>Time Required:</b> 10 mins at next team meeting.	<b>MY STATUS: RISKS &amp; BENEFITS</b>  <b>Activity:</b> Review 'Status & Presence' (5 mins). In groups of 3-4 identify your own status and its risks / benefits (5 mins). <b>Time Required:</b> 10 mins at next team meeting.	<b>COUNTING DOWN</b>  <b>Activity:</b> Complete a sensory count-down meditation as a team. <b>Time Required:</b> 10 min at next team meeting or huddle.
<b>VISION CASTING</b>  <b>Activity:</b> Complete a Y chart articulating what the team's core purpose 'looks like, sounds, & feels like' over the next year. Identify the team's top 3 priorities. <b>Time Required:</b> 10 mins at next team meeting.	<b>MEETING HEALTH CHECK</b>  <b>Activity:</b> Review of team meeting agenda to ensure it meets team needs. <b>Time Required:</b> 10 mins at next team meeting.	<b>ROLES IN CONFLICT</b>  <b>Activity:</b> Review Karpman's Drama Triangle (5 mins). In groups of 3-4 identify your typical role in conflict (5 mins). <b>Time Required:</b> 10 mins at next team meeting.	<b>LOTTO LUCK</b>  <b>Activity:</b> Round room share answers to the warm up question: "What would you do if you won lotto tomorrow?" <b>Time Required:</b> 10 min whole group discussion at next team meeting.
<b>STRETCH GOALS IN FOCUS</b>  <b>Activity:</b> Apply the 2 stretch goal questions to x3 team goals. Assess what actions could take your team closer to achieving your stretch goals. <b>Time Required:</b> 10 mins at next team meeting.	<b>LEAD INDICATOR DATA REVIEW</b>  <b>Activity:</b> Whole team discussion on team lead and lag indicators. <b>Time Required:</b> 10 mins at next team meeting.	<b>BELOW THE LINE CONFESSIONAL</b>  <b>Activity:</b> In groups of 3-4 share a time when you went 'below the line' and reflect on why this happened (2-3 mins/person). <b>Time Required:</b> 10 mins at next team meeting.	<b>CAREER LEGACY</b>  <b>Activity:</b> In pairs, share your top 3-5 career legacy hopes (3 mins), then share top career legacy hope per person with the whole team (7 mins). <b>Time Required:</b> 10 min whole group discussion at next team meeting.

# Dr Pete Stebbins, PhD



Dr Pete is Australia's leading expert on building High Performance Teams in education and health. He has worked with over 5000 leaders, across more than 500 schools and health services developing high performance leaders and teams to maximise Collective Efficacy (CE) - the number 1 factor affecting organisational performance.

Pete is:

- An Evidence Based Practitioner & Research Psychologist with numerous peer reviewed journal articles on leadership, teams and organisational performance.
- An advisor to leading education industry associations (QASSP, QASEL QSPA).
- The author of over 10 books on leadership, teams, change, resilience and school performance.
- The Founder and CEO of an AFR fast 100 company.
- A regular guest Psychologist on Channel 7 (Sunrise & The Morning Show).

Pete's BIG GOAL is *to ensure every school and hospital in Australia is led by extraordinary leaders who ensure that every staff member belongs to a High Performance Team – thus maximising organisational outcomes!*













He is also:

- The father of 5 wonderful daughters – with the youngest being 6 year old twins and the eldest now at University.
- A keen Adventurer & Athlete – climbing high altitude trekking peaks across the world, completing triathlons in the desert, and squeezing in some running, rock-climbing and surfing whenever he gets a chance.
- Eco-Friendly Upcycler! Converting an old milk depot into an eco-friendly home living by the beach on the southern Gold Coast.
- Secret Skills – cooking & coffee! Can cook without recipes – previously a chef's assistant and makes a fantastic coffee – previously a barista.

Pete is a popular keynote speaker at conferences and events, consultant and facilitator with leadership teams in education and health sectors and workshop leader for several leadership and High Performance Teams masterclass programs.

Find out more at: [DrPeteStebbins.com](http://DrPeteStebbins.com) or email [admin@hptschools.com](mailto:admin@hptschools.com)

# 10 Minute Team Booster Vol 2.

KPI 1	KPI 2	KPI 3	KPI 4
<b>13. SUCCESSION PLANNING 101</b>  <p><b>Activity:</b> Display team chart. Each team member then has 1 minute to describe the key skills, knowledge and attributes needed for their role.  <b>Time Required:</b> 5-10 min at next team meeting/huddle</p>	<b>16. HOT SEAT ON 'STRENGTHS'</b>  <p><b>Activity:</b> In groups of 4-5 team members, each person describes the strengths (hot seat) of the nominated individual rotating through all team members.  <b>Time Required:</b> 10 mins at team meeting (2 minutes per person in the hot seat)</p>	<b>19. HELP SEEKING X C.A.R.D COLOUR</b>  <p><b>Activity:</b> In groups of 3-4 team members, describe something you would like help with right now then paraphrase a help request to suit each of the 4 C.A.R.D types.  <b>Time Required:</b> 10 mins at team meeting (2-3 min each person)</p>	<b>22. MAGIC MOMENTS PHOTO SHARE</b>  <p><b>Activity:</b> In groups of 3-4 team members, share a special photo from your phone and the story behind it (share a memory if you don't have a photo handy).  <b>Time Required:</b> 10 mins at next team meeting</p>
<b>14. VALUE ADDING x 3</b>  <p><b>Activity:</b> In pairs each person identifies 3 other team members and (a) how they could add value to them or (b) how they could get additional value from them.  <b>Time Required:</b> 10 minutes (5 pairs/5 round the room feedback)</p>	<b>17. LESSONS FROM TEDx</b>  <p><b>Activity:</b> Watch a 5-7 minute TED talk (or similar) on a key professional skill (i.e., communication planning, customers, risk etc) then have each team member share 1 key learning.  <b>Time Required:</b> 10 mins at next team meeting</p>	<b>20. MISUNDERSTANDINGS</b>  <p><b>Activity:</b> In groups of 3-4 team members, share an experience of being misunderstood by someone else and reflect on why this happened.  <b>Time Required:</b> 10 mins at team meeting (2-3 min each person)</p>	<b>23. BUCKET LIST TOP 3-5</b>  <p><b>Activity:</b> In pairs share your top 3-5 bucket list items (3 min) then share 1-2 items per person with the whole team (7 min).  <b>Time Required:</b> 10 mins at next team meeting</p>
<b>15. LEVEL UP LITE</b>  <p><b>Activity:</b> 5 minute refresher on the HPT Level Up Table followed by a 5 minute round the room discussion on the team's current level and next steps.  <b>Time Required:</b> 10 mins at next team meeting/huddle</p>	<b>18. SELF FEEDBACK REFLECTION</b>  <p><b>Activity:</b> In pairs, answer the warm up question: <i>"The feedback conversation I should be having with myself but am avoiding is..."</i> and then share with team.  <b>Time Required:</b> 10 mins (5 pair/5 round the room reflections)</p>	<b>21. GIMME SOME SUGAR x C.A.R.D TYPE</b>  <p><b>Activity:</b> Discuss how best to give praise &amp; positive feedback to each of the 4 C.A.R.D types noting key words and phrases.  <b>Time Required:</b> 10 min whole group discussion at next team meeting</p>	<b>24. SILVER LININGS</b>  <p><b>Activity:</b> In group of 3-4 team members, describe a tough situation that ultimately turned into something positive for you.  <b>Time Required:</b> 10 mins at next team meeting (2 mins per person)</p>