



12



Quick



Team

Boosters

VOLUME

1

&

VOLUME

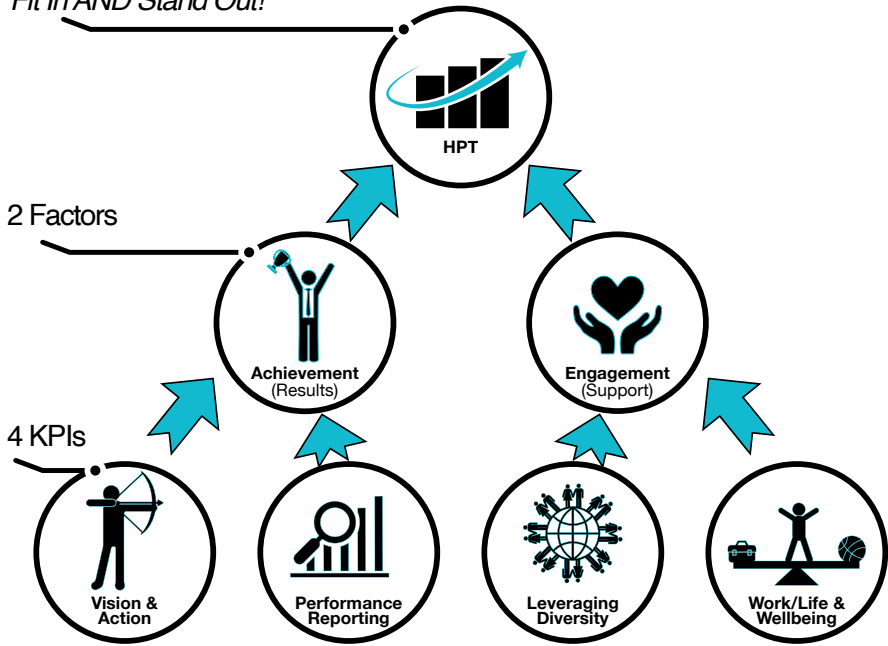
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For High Performance Teams

Dr Pete Stebbins PhD

with Alistair Kerr

High Performance Teams
'Fit In AND Stand Out!'



“High Performance Teams are extremely capable and cohesive groups of people who can 'Stand Out' by achieving extraordinary results as well as 'Fit In' by engaging with each other to bring out the best in themselves.”

- Dr Pete Stebbins PhD

12



Quick



**Team
Boosters**

VOLUME













1

For High Performance Teams

Dr Pete Stebbins PhD

with Alistair Kerr

12 x 10 Minute Team Booster Activities

KPI 1	KPI 2	KPI 3	KPI 4
1. Link Team Roles With Strategic Plan  <p>Activity: Round room discussion linking individual roles with the organisation's strategic plan. Time Required: 10 min meeting/huddle</p>	4. Sharing Your Update Tool  <p>Activity: 2-3 min share per person of key highlights in Update Tool in groups of 3 or 4 at next team meeting or other scheduled time. Time Required: 10 min groups of 3-4px</p>	7. CARD Types & Team Profile  <p>Activity: Refresher session on CARD Personality & Communication Model and update Team Profile. Time Required: 10 min at next team meeting or scheduled time</p>	10. Team Wellbeing Exercise  <p>Activity: Select a meditation, relaxation, breathing or mindfulness exercise and complete within normal team activity. Time Required: 10min (7min activity / 3min pair/share debrief)</p>
2. 90 Day Sprint On Top Team Goal  <p>Activity: Rank order goals in team Action Plan. Select top team goal and identify key milestones for the next 90-day sprint. Time Required: 10 min at next team meeting</p>	5. Seeking Feedback 3 x 3  <p>Activity: Each team member nominates 3 areas of focus and 3 people they will seek feedback from in the week/s ahead. Follow-up at next team meeting. Time Required: 10 min (5m pair / 5m group)</p>	8. Above & Below Line Chart Update  <p>Activity: Review and update team Above & Below the Line Chart and practice (Fishbowl) using the Calling Behavior Protocol on relevant scenario. Time Required: 10 min at team meeting</p>	11. Personal Achievement & Challenge  <p>Activity: Round room sharing of current personal achievement and challenges as an extended warm-up exercise at the start of meeting. Time Required: 10 min meeting/huddle</p>
3. Review Team Activity Cycle  <p>Activity: Review each item of the team activity cycle and fine tune to maximise the benefits for each team member. Time Required: 10 min meeting/huddle</p>	6. Hot Issues Workout: Boosting Team Feedback  <p>Activity: Using the Hot Issues Protocol, triage a list of current challenges to boosting team feedback then 'workout' the top issue selected. Time Required: 10 min meeting/huddle</p>	9. Post-It Notes: Admire / Concern  <p>Activity: Each person writes 'one thing I admire' (A) & 'one concern I have for you' (C) on 1 x post it note per person and distributes for reflection. Time Required: 10 min meeting/huddle</p>	12. Set A Weekly Wellbeing Goal  <p>Activity: Identify one positive wellbeing goal you will commit to each week and share it with your peers and then follow up on progress. Time Required: 10 min meeting/huddle</p>

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Weekly Team Boosters: 12 Month Planner*

*48 week cycle – recommended gap weeks over Dec/Jan holidays

January	Week 1	Team Booster #22: Magic Moments Photo Share
	Week 2	Team Booster #23: Bucket List Top 3-5
	Week 3	Team Booster #1: Link Team Roles with Strategic Plan
	Week 4	Team Booster #3: Review Team Activity Cycle
February	Week 5	Team Booster #7: CARD Types & Team Profile
	Week 6	Team Booster #8: Above and Below the Line Chart Update
	Week 7	Team Booster #4: Sharing Your Update Tool
	Week 8	Team Booster #2: 90 Day Sprint on Top Team Goal
March	Week 9	Team Booster #5: Seeking Feedback 3 x 3
	Week 10	Team Booster #9: Post-It Notes: Admire / Concern
	Week 11	Team Booster #6: Hot Issues: Boosting Team Feedback
	Week 12	Team Booster #11: Personal Achievement & Challenge
April	Week 13	Team Booster #12: Set a Weekly Wellbeing Goal
	Week 14	Team Booster #18: Self Feedback Reflection
	Week 15	Team Booster #10: Team Wellbeing Exercise
	Week 16	Team Booster #20: Misunderstandings
May	Week 17	Team Booster #13: Succession Planning 101
	Week 18	Team Booster #14: Valuing Adding x 3
	Week 19	Team Booster #19: Help Seeking x CARD Type
	Week 20	Team Booster #17: Lessons from TED
June	Week 21	Team Booster #24: Silver Linings
	Week 22	Team Booster #21: Gimme Some Sugar x CARD Type
	Week 23	Team Booster #16: Hot Seat on 'Strengths'
	Week 24	Team Booster #15: Level Up Lite

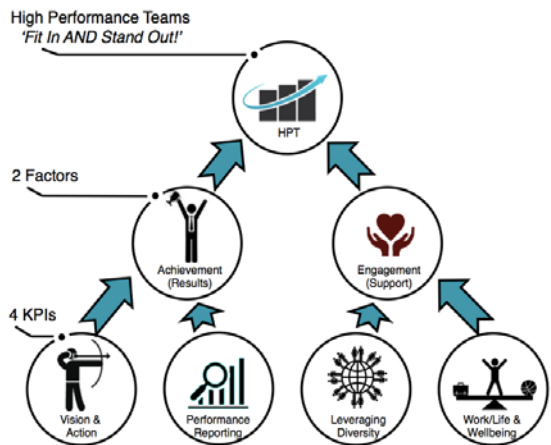
July	Week 25	Team Booster #22: Magic Moments Photo Share
	Week 26	Team Booster #23: Bucket List Top 3-5
	Week 27	Team Booster #1: Link Team Roles with Strategic Plan
	Week 28	Team Booster #3: Review Team Activity Cycle
August	Week 29	Team Booster #7: CARD Types & Team Profile
	Week 30	Team Booster #8: Above and Below the Line Chart Update
	Week 31	Team Booster #4: Sharing Your Update Tool
	Week 32	Team Booster #2: 90 Day Sprint on Top Team Goal
September	Week 33	Team Booster #5: Seeking Feedback 3 x 3
	Week 34	Team Booster #9: Post-It Notes: Admire / Concern
	Week 35	Team Booster #6: Hot Issues: Boosting Team Feedback
	Week 36	Team Booster #11: Personal Achievement & Challenge
October	Week 37	Team Booster #12: Set a Weekly Wellbeing Goal
	Week 38	Team Booster #18: Self Feedback Reflection
	Week 39	Team Booster #10: Team Wellbeing Exercise
	Week 40	Team Booster #20: Misunderstandings
November	Week 41	Team Booster #13: Succession Planning 101
	Week 42	Team Booster #14: Valuing Adding x 3
	Week 43	Team Booster #19: Help Seeking x CARD Type
	Week 44	Team Booster #17: Lessons from TED
December	Week 45	Team Booster #24: Silver Linings
	Week 46	Team Booster #21: Gimme Some Sugar x CARD Type
	Week 47	Team Booster #16: Hot Seat on 'Strengths'
	Week 48	Team Booster #15: Level Up Lite

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?



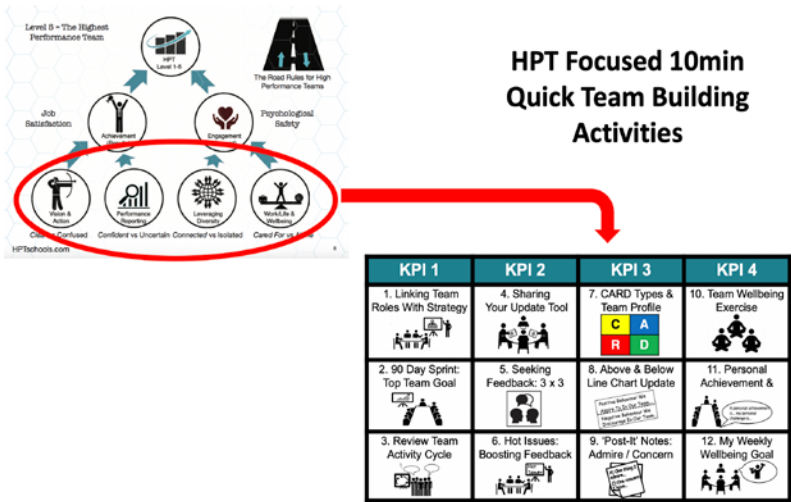
The Compound Effect: Small Investments Pay Off Big Time!

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 12 highly effective activities aligned to the High Performance Teams Program.



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

Selecting Activities OPTION 2: Spin The Team Building Wheel!

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

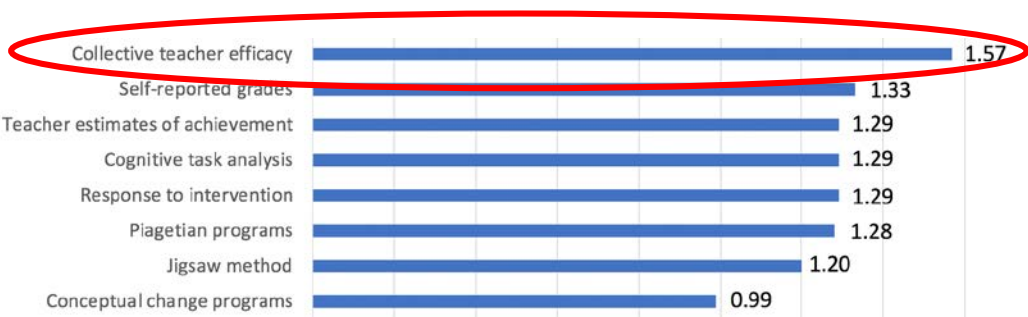
Regardless of how you choose to start, remember the Compound Effect. Set aside 10 minutes a week to complete a new activity and your team will be well on the way to High Performance!

Notes For Schools: Team Boosters & Collective Teacher Efficacy

“No significant learning occurs without a significant relationship.” James Comer

“Accomplishing the maximum impact on student learning depends on teams of teachers working together.” John Hattie

Successful educational outcomes are a result of both (1) high quality relationships and (2) effective teaching techniques. When looking at evidence of impact, positive, professional relationships among team of teachers are the key ingredient of Collective Teacher Efficacy – which has the greatest effect on student outcomes



With this evidence in mind, we firmly believe that staff (and subsequently students) flourish when relationships are made the top priority. The need for teams of teachers to regularly spend quality time together focused on their own working relationships is a crucial aspect of professional learning and support. If team relationships are not optimal then the quality of any other professional learning initiatives is impaired at the team level lowering the outcomes for both staff and students.

We know however that there is only a limited amount of time available to meet all the professional learning requirements and school improvement priorities that teachers must grapple with. This is where the HPT 10 minute Team Booster Sessions become a key resource to enable team ‘relationship’ boosters to occur efficiently and effectively leaving plenty of time to focus on other teaching and learning priorities as well.

On the following page we’ll provide a suggested 10 week term and 12 month calendar planner for schools to be able select the right mix of Team Boosters to maximise the collective efficacy of teachers over the term or year pending their wider professional learning strategy.

10 Week Fast-Track Plan: A great way to make sure team 'relationships' are prioritised for newly formed teams or teams under additional pressure is to make sure a 10 minute Team Booster Session is completed every week during team meetings or huddles.. Our suggested 10 week plan is below:

Week 1	Team Booster #1: Link Team Roles with Strategic Plan Team Booster #3: Review Team Activity Cycle	Week 6	Team Booster #9: Post-it Notes: Admire / Concern
Week 2	Team Booster #7: CARD Types & Team Profile Team Booster #8: Above and Below the Line Chart Update	Week 7	Team Booster #6: Hot Issues: Boosting Team Feedback
Week 3	Team Booster #4: Sharing Your Update Tool	Week 8	Team Booster #12: Set a Weekly Wellbeing Goal
Week 4	Team Booster #2: 90 Day Spring on Top Team Goal	Week 9	Team Booster #11: Personal Achievement & Challenge
Week 5	Team Booster #5: Seeking Feedback 3 x 3	Week 10	Team Booster #10: Team Wellbeing Exercise

12 Month Team Booster Plan: Another great way to make sure team 'relationships' are prioritised amidst all the challenges and pressures of school life is to make sure a 10 minute Team Booster Session is completed once or twice per month at team meetings or in smaller groups as part of general staff meetings. Our suggested 12 month plan is below (also using Bonus Team Boosters at the end of this guidebook):

January	Team Booster #1: Link Team Roles with Strategic Plan Team Booster #3: Review Team Activity Cycle	July	Team Booster #15: Level Up Lite Team Booster #13: Succession Planning 101
February	Team Booster #7: CARD Types & Team Profile Team Booster #8: Above and Below the Line Chart Update	August	Team Booster #14: Valuing Adding x 3 Team Booster #19: Help Seeking x CARD Type
March	Team Booster #4: Sharing Your Update Tool Team Booster #2: 90 Day Spring on Top Team Goal	September	Team Booster #17: Lessons from TED Team Booster #24: Silver Linings
April	Team Booster #5: Seeking Feedback 3 x 3 Team Booster #9: Post-it Notes: Admire / Concern	October	Team Booster #21: Gimme Some Sugar x CARD Type Team Booster #16: Hot Seat on 'Strengths'
May	Team Booster #6: Hot Issues Workout: Boosting Team Feedback Team Booster #12: Set a Weekly Wellbeing Goal	November	Team Booster #22: Magic Moments Photo Share Team Booster #18: Self Feedback Reflection
June	Team Booster #11: Personal Achievement & Challenge Team Booster #10: Team Wellbeing Exercise	December	Team Booster #20: Misunderstandings Team Booster #23: Bucket List Top 3-5

12 Team Boosters Unpacked

KPI 1 Vision & Action

Team Pulse: Job Satisfaction



Team Booster #1

Linking Team Roles with Strategic Plan



What:

Activity: Round room discussion linking individual roles with the organisation's strategic plan.

Time Required: 5-10 minutes at next team meeting or huddle.

Why:

High Performance Teams are able to collaborate more effectively and innovate more rapidly because they have a deep understanding of both (a) mission critical responsibilities within each team members role and (b) deeper understanding of the network of formal and informal connections that exist between members of their team with the other teams and groups within the wider organisation. It is this combination of (1) intra-team role clarity and (2) inter-team connections that enable incredible levels of value to be delivered to the wider organisation.

How:

Step 1 (2min): Using a flipchart or white board draw up the Team Chart with name, roles and reporting lines (see blank template and completed example on the following pages). **Step 2 (3-5min):** Invite each team member to step up to write the key G.S.T's (Groups, Strategy areas and other Teams) that are a core part of their role. **Step 3 (3-5min):** Whole team discussion on any gaps or overlaps among the team and actions to increase the value of the team's contribution to the wider organisation's information sharing and strategy.

Accountability: Place updated version of the Team Chart on your Team Data Wall for ongoing discussions as part of your regular team activity cycle.

Team Chart

Date of Review: DDMMYY

G= Group/ Committee
S = Strategy Area
T=Team

- HSW (G)
- Specialists (G)
- P+C (G)
- School Council (G)
- Prep (T)
- Year 6 (T)
- Leadership Team (T)
- LCC (G)
- Wellbeing/SSE (T)

Principal
(C)Deputy
Principal
(K)

- Yr 2 (T)
- Yr 3 (T)
- Visible Thinking (S)
- YCDI (S)
- Student Attendance (S)
- Staff Absence (S)

Business
Manager
(B)

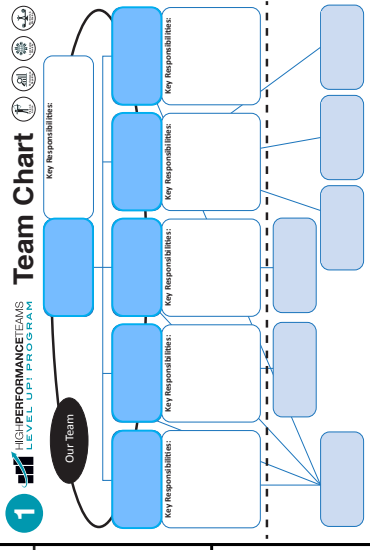
- Front Office (T)
- Facilities (S)
- Lead Support Roles (T)
- HR Non-Teaching (S)
- Finance (G,T)
- HSW (G,T)

STLaN
(J)

- Lead Support Team (T)
- SBIT Chair (G)
- Support Teachers (G)
- Inclusion (S)
- Yr 4 (T)

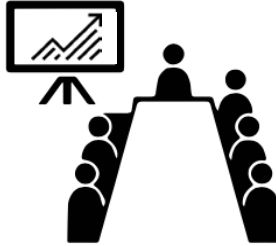
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Team Chart

1 HIGHPERFORMANCE TEAMS
LEVEL UP! PROGRAM

Team Booster #2

90 Day Sprint on Team Goal



What:

Activity: Rank order goals in the team Action Plan. Select the top team goal and identify key milestones for the next 90-day sprint.

Time Required: 10 minutes at your next team meeting.

Why:

High Performance Teams achieve extraordinary results by exceeding their stretch goals and targets both in terms of the speed of completion and the benefits and positive impact on the wider organisation. A key to their success is embracing the 'Sprint' approach – regularly going deeper into the micro details of critical milestones and key next steps at a daily or weekly interval on specific team goals. This added discipline and focus ensures success amidst a never ending stream of additional demands, disruption and challenges that are a real world constant for most teams.

How:

Step 1 (2min): Invite the team to review and rank order the latest version of the Team's HPT Action Plan (see blank template and completed example on the following page). Rank ordering can be done by asking each team member to identify the current most important single goal for the team and then tallying up results and selecting the goal favoured by the majority. **Step 2 (5min):** Engage in a whole team discussion on key milestones and accountabilities for the next 90 days, writing down key actions, accountabilities and due dates for the various micro-steps needed to make progress on this goal. **Accountability:** Record these 'next steps' on the team Action Plan, send to all team members and display on your Team Data Wall for follow-up within your normal activity cycle.

HPT Action Plan



Team: Teaching Team

Issue (Problem to Solve – What P1)	Key Goals & Stretch Goals (What P2)	Execution Strategy (How)	Link to Broader Strategy (Why)	Accountability (Who) and Reporting (When)
Priority 1: Pedagogical Practices – EI and Productive Dispositions Goal: To develop capacity to deliver explicit instruction and ensure productive dispositions within the classrooms by using artefacts for a consistent approach by end of Term 3				
To use a cycle of inquiry (Professional Development and coaching) to develop capacity to ensure consistency of practice	All teachers trained in EI All teachers use artefacts in the classroom	<ul style="list-style-type: none"> Ensure the cycle of inquiry is used during PLTs to address any misconceptions and further develop consistency All teachers have the EI book to support their development 	Students know the clear expectations of EI and the classroom systems	All Teachers in Team Deputy Principal Coach End of Term 2
Develop EI artefacts for a consistent approach across all teachers in team	All classrooms will have a clear framework of artefacts to support putting in place EI	<ul style="list-style-type: none"> Develop artefacts to detail the expectations and systems in place for using EI pedagogy Staff ensure all are used during the lessons Students are able to verbalise the expectations and systems in place. 	Artifacts are clearly detailed with expectations and systems in place	All Teachers in Team Deputy Principal Coach End of Term 3 (End T2 stretch)
Priority 2: Levelling Up – HPT Goal: To implement strategies in the HPT Level Up Plan to move to level 3 by the end of the year				
To improve current achievement and engagement by implementing the HPT Level Up Plan	Use Activity Cycle more productively Pulse data Use Team Talent Maps, Above & Below and Calling Behaviour Protocol	<ul style="list-style-type: none"> Consistently use Activity Cycle, in particular weekly briefings and check ins outside of meeting times Monthly discussion of pulse data and weekly Check in of wellbeing Put data wall up in central location and refer to in meetings Revise Level Up Plan each term 	HPT is a schoolwide initiative to improve both performance and engagement	All Teachers in Team Ongoing
Priority 3: Consistent Delivery of Curriculum Across the Cohort Goal: During the school year the team will ensure the curriculum is delivered according to the curriculum plan				
To develop a curriculum plan that is clear and detailed with timeframes and expectations of completion	Teachers supporting and ensuring the curriculum is delivered	<ul style="list-style-type: none"> Clear detailed curriculum plan All Teachers in Team deliver the curriculum according to the curriculum plan 	Students access curriculum as per ACARA and planned documents	
Priority 4: Providing timely and constructive feedback around pedagogy Goal: Staff are provided with regular feedback by the process of WOW, collegial observations and walkthroughs to develop				
Staff access the expectations of EI pedagogy by the use of regular watching others work (WOW) where a specific focus is in place and ensure supportive feedback sessions are provided	Staff working together to develop their capacity and support each other	<ul style="list-style-type: none"> WOW sessions timetabled Focus areas detailed Feedback presented using a consistent protocol Schedule meetings with other senior teams to share learnings 	Teachers are skill developing their work and are supportive of development of their team's capabilities	

Action Plan

Team Booster #3

Review

Team Activity Cycle



What:

Activity: Review each item of the team activity cycle and fine tune to maximise the benefits for each team member.

Time Required: 5-10 minutes at next team meeting or huddle.

Why:

The success of any High Performance Team rests upon the foundations of adequate “Quality Team Time”. “Quality” refers to the processes and protocols teams use within specific activities to make sure they are high value. “Time” refers to the frequency and amount of time allotted to each essential team activity. When teams face additional demands, disruption and challenges there is often a decline in both quality and time prioritised for essential team activities and a gradual (or sudden) decline in performance is inevitable. This can be prevented by regularly reviewing and fine tuning your team activity cycle to ensure it remains real, relevant and practical amidst the changing ‘real world’ operating environment of the organisation.

How:

Simply follow the 3 easy steps in the diagram on the next page...

STEP 1. (2min)

Refresh Understanding of Key Team Activities...



Team Meeting Recipe (Best Practice)

Update Tools
Chair &
Moderator

Team Huddle (Stand Up Mtg)

Person 1
Part 1 (only self: 1-2 min max)

- Barometer
- Successes, Challenges
- Goals & Priorities in Focus

Person 2

Person 3 etc.

Part 2 (all team: 1-2 min max)

- Needs & Leads – Quick ideas from the rest of team (to be followed up after huddle)

Buddy Check-In

Person who initiates goes first

Part A (self)
Barometer
Success & Challenge

Part B (Other)
Support
Empathy
Solutions
Ideas

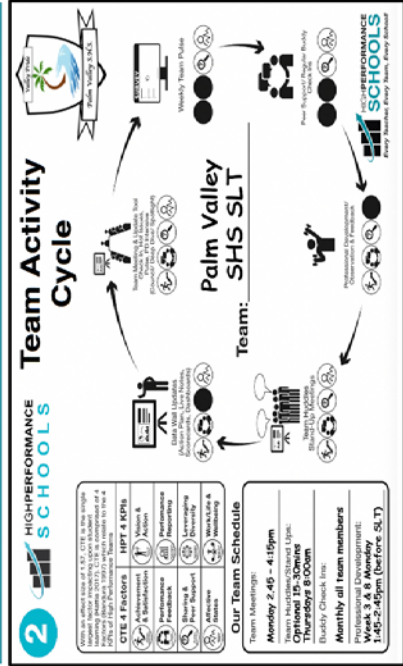
STEP 2. (5min)

Complete & Share Your Results with Team

Activity	On Track	Off Track
Team Meetings	<input type="checkbox"/>	<input type="checkbox"/>
Team PD Time	<input type="checkbox"/>	<input type="checkbox"/>
Buddy Check-Ins	<input type="checkbox"/>	<input type="checkbox"/>
Team Pulse Checks	<input type="checkbox"/>	<input type="checkbox"/>
Team Huddles	<input type="checkbox"/>	<input type="checkbox"/>
Data Wall Updates	<input type="checkbox"/>	<input type="checkbox"/>

STEP 3. (3min)

Update Team Activity Cycle





12 Team Boosters Unpacked

KPI 2 Performance Reporting

Team Pulse: Performance Feedback



Team Booster #4

Sharing Your Update Tool



What:

Activity: Each person to provide a 2-3 minute share of the key highlights in their Update Tool in groups of 3 or 4 team members.

Time Required: 10 minutes in groups of 3-4 people at your next team meeting or other scheduled time.

Why:

When it comes to sustained High Performance, the devil is in the detail and keeping track of all the different tasks and key relationships that need to be addressed on a day-to-day basis is akin to 'keeping many plates spinning'. Where this is done successfully the compounding effect of completing many seemingly insignificant small steps each day leads to much more noticeable bigger successes over time. The secret to success is regularly completing your own Update Tool to self manage the complexity in your work and then 'Sharing this Update Tool' with other team members to enable them to provide support, accountability and collaboration to fast-track individual and wider team success.

How:

Break into smaller groups of 3 or 4 and share a summary of your Update Tool for a maximum of 3 minutes per person. If you have not completed an Update Tool, simply refer to the relevant example attached and verbally describe your current status in each of the areas covered by the Tool.

HPT Update Tool

Short Form

Name: Sue Smith

Date: 17 October

One Word Barometer: Rushed

Stretch Goals In Focus:

Goal 1. 100% consistency with PBL
Goal 2. 100% green data on staff Pulse

HPT Strategy:	On Track	Off Track
Team Data Wall		✓
Team Activity Cycle	✓	
Team Pulse		✓

Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	Key deliverable	Showcase in staff meeting
		Protocols agreed to by staff	Consistency	Update data wall
	Next Week	All cohorts doing Team Profile	Increased sharing	Showcase in staff meeting
		School Art Show	Parent contact	Check in with coordinator
Challenges	Last Week	Behaviour & PBL non-compliance	Teacher stress	Confirm protocols on data wall
		Staff sickness and workload	Long hours	Thanks & wellbeing reminder
	Next Week	Workload, attendance, behaviour	Reduced facetime	Put on data wall, update staff
		ARD School review visit	Increased stress	Organise docs and prepare



Work/Life & Wellbeing:

On Track	Off Track
Family time	Sleep
Running	Screen time
Painting	Snacking

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload	Increased sick leave, long hours, personality clashes	
Managing curriculum changes	Poor assessment results if curriculum not aligned	
Conflict between middle leaders	Teacher receiving mixed messages and increased stress	

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy
PBL team	Schoolwide rollout delays	Co-attend all PBL meetings
Student leaders	Confirm presentation for assembly	Meet with student leaders
Deputy Principal	Finalise development plan	Schedule for end of week, pre-work

Team Booster #5

Seeking Feedback 3x3



What:

Activity: Each team member nominates 3 areas of focus and 3 people they will seek feedback from in the week/s ahead. Follow-up at next team meeting.

Time Required: 10 minutes (5min elbow partners / 5min round room sharing).

Why:

The process of actively ‘seeking feedback’ rather than simply waiting for someone to ‘give feedback’ is a critical performance accelerator for successful people. It is a rare occurrence for someone to proactively ask “*Can you give me some feedback on how I am going...*” and even rarer for there to be a very specific focus for which feedback is sought. This is partly due to the vulnerability and anxiety many people associate with self improvement and partly due to the sheer business and overload of day-to-day pressures making such introspection, reflection and conversation much less likely. All of this can be overcome by completing a simple exercise such as ‘Seeking Feedback 3x3’.

How:

Part 1 (5min): Interview each other in pairs with each team member nominating 3 areas of focus and 3 people they will seek feedback from in the week/s ahead. Follow-up at the next team meeting (use the form on the next page to record your 3x3 plan). **Part 2 (5min):** Each team member articulates one or more issues and/or people that they will seek feedback on in the week/s ahead.

Seeking Feedback: 3x3

Issue	Specific Detail	Key Person/s

Team Booster #6

Hot Issues Workout on Boosting Feedback



What:

Activity: Using the Hot Issues Protocol, triage a list of current challenges to boosting team feedback then 'workout' the top issue selected.

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

Why:

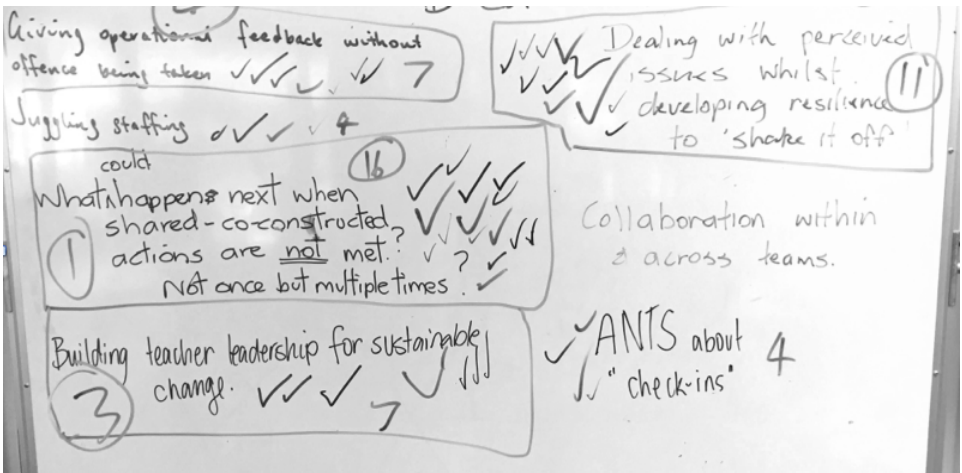
Teams that engage in higher amounts of quality feedback conversations significantly outperform teams with less frequent and/or lower quality feedback. There are a myriad of 'real world' reasons why feedback conversations are not as frequent nor perhaps as helpful (aka quality) as they ideally should be and completing a "Hot Issues Workout" on boosting team feedback can lead to some insightful conversations and practical improvement ideas that can massively boost not only feedback but wider team performance!

How:

Follow the Hot Issues Protocol Instructions on the following page...

Hot Issues Instructions

In order to make efficient use of time and to focus on issues truly relevant to the wider team (as opposed to those issues raised by staff with the loudest voices) complete a quick pair and share, then write two or three hot issues (per pair) on the whiteboard. Then allow each person to place 5 x ticks on the whiteboard to vote for the topics they wish to focus on (Vegas Vote) – democracy at its finest! (see below example).



Next, select the issue that garnered the most votes, allow the individual who raised the issue to give a brief outline (1 minute), the group to ask brief questions to clarify understanding of the issue (1 minute), discuss the issue in a solutions focused way (3-5 minutes), and finally allow the individual who initially raised the issue to address the group with their summary of the discussion and key takeaway (1 minute) – repeat on as many issues as time allows.



12 Team Boosters Unpacked

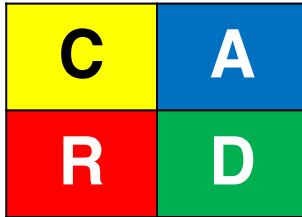
KPI 3 Leveraging Diversity

Team Pulse: Peer Support



Team Booster #7

Review CARD Model & Update Team Profile



What:

Activity: Refresher session on CARD Personality & Communication Model and Update Team Profile.

Time Required: 10 minutes at next team meeting or scheduled time.

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: Sensing – Intuition – Thinking – Feeling. 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 effective communication within organisations is to understand how each team member's personality and communication style aligns or clashes with other team members and practical strategies to maximise effective communication and minimise personality based conflict.

How:

Follow the 3 simple steps on the activity sheet on the following page...



STEP 3. (3min)

STEP 3. (3min)

My highest is _____

My lowest is _____

I'm most comfortable with _____

I'm at risk of clashing with _____

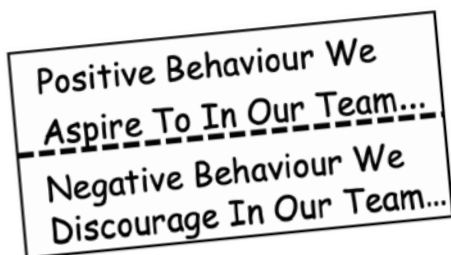
STEP 3. (3min)

Update Your HPT Team Profile...

Team: Example Team		Team Profile Talent Map			
Name	Role	Strengths (Personality Teamwork Skills)	Work Interests & Goals	Secret Skills	Other
Sue Smith	Deputy Principal	Blue & Red - Strategy & Ops	Data and supporting teachers	NRL - Go The Cowboys	Outdoors
Amanda Jones	Teacher	Red & Green- Enthusiastic	Improving reading outcomes	Masterchef	Motorcycles Fast cars
Paul Davis	Teacher	Yellow & Red - Curious and social	Behaviour management	Golf	New year resolution to find a "hobby"
Paula Brown	Teacher Aide	Red & Green - Child Focused	Queen of booklets, teaching kids reading	Cake decorating	Grandchildren
Mary Roberts	Teacher	Green & Blue - Enthusiastic	Numeracy, consistent resources	Mango Farming	Enjoy house renovating
Steve Young	Teacher	Green & Red - Punctual	Science and writing	Motor-Sports	Eating out

Team Booster #8

Refresh Above & Below the Line Chart



What:

Activity: Review and update your team Above and Below the Line Chart and practice (Fishbowl) using the Calling Behavior Protocol on a relevant scenario.

Time Required: 10 minutes at your next team meeting.

Why:

Having an up-to-date protocol for calling unacceptable behaviour as well as agreement around what the team looks like when it's at its best / worst is the secret insurance policy for High Performance Teams. The clearer individual team members are on what is/isn't acceptable, increases the likelihood that they will act 'Above the Line'. If behaviour inadvertently falls 'Below the Line' adherence to the team protocol for calling behaviour will ensure a swift, professional resolution.

How:

Step 1: Make sure that all team members can see the team's Above and Below The Line Chart. **Step 2 (2mins):** In pairs/triads discuss any suggested edits to the Chart. **Step 3 (3mins):** Incorporate round the room feedback from pairs/triads on suggested edits. **Step 4 (5mins):** Practice (Fishbowl) using the Calling Behavior Protocol on a relevant scenario from the updated Above and Below the Line Chart.



HIGHPERFORMANCE TEAMS
LEVEL UP! PROGRAM

Above & Below The Line



Team Name: SLT

Objective

Acceptable Behaviour

- Be on time
- Celebrate others' success & hard work
- Actively contribute and participate
- Honor commitments and be accountable
- Operate with integrity
- Be Prepared and organised
- Objectively Evaluate Everything

Subjective

The Line

- Dismissing Ideas without Explanation (Shutting Down)
- Not giving full attention (using devices in mtgs)
- Taking things personally
- Not supporting umpires view/final decision
- Side conversations in mtgs

Subjective

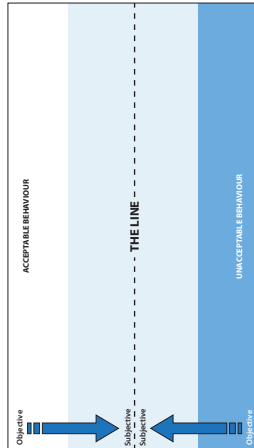


Objective

Unacceptable Behaviour

8 HIGHPERFORMANCE TEAMS
LEVEL UP! PROGRAM

Above & Below
The Line



Team Booster #9

Post-It Notes: Admire/Concern



What:

Activity: Each person writes (A) 'one thing I admire' and (C) 'one concern I have for you' on 1 x Post-It note per person and distributes for reflection.

Time Required: 5-10 minutes at the end of your next team meeting.

Why:

One of the things High Performance Teams do very well is speak openly and frankly to each other. They praise or admire the achievements and positive attributes of others and openly share the concerns they have for each other about their work performance and/or stress and coping. This process of sharing admiration and concern creates a heightened sense of trust and confidence which in turn accelerates trust, growth and development. This doesn't 'magically' happen by itself but rather by gradually building up levels of trust and candour. The Post-It Notes exercise is a brilliant way to get teams opening up and sharing more in a safe and supportive way where feedback can be given by way of brief written comment without any obligation to reply or follow-up – enabling each person to maximise the subsequent benefits of the process in their own preferred manner. **NOTE:** Whilst the exercise involves sharing reflections on both 'Admire' and 'Concern', for 'low trust teams' we recommend they only complete the 'Admire' component until they collectively agree to add in the 'Concern' component.

How:

Step 1 (4-5mins): Each person writes 'one thing I admire' (A) & 'one concern I have for you' (C) on 1 x post-it note per person (for larger teams break into smaller focus groups of 4-5px). **Step 2 (1-2mins):** Distribute Post-Its to team for reflection and follow-up conversations.

12 Team Boosters Unpacked

KPI 4 Work/Life & Wellbeing

Team Pulse: Work/Life & Wellbeing



Team Booster #10

Team Wellbeing Exercise



What:

Activity: Select a meditation, relaxation, breathing or mindfulness exercise and complete within normal team activity.

Time Required: 10 minutes at your next team meeting (7min activity / 3min pair/share debrief).

Why:

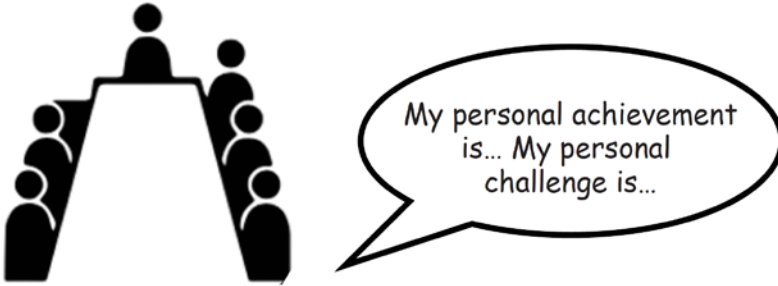
The saying: 'The team that plays together stays together' is true with the caveat that such 'play' is meaningful and relevant to their underlying purpose. The saying: 'If you want to do it, schedule it' is also true! High Performance Teams make sure that team wellbeing never falls to the bottom of the team's priority list by scheduling time together to complete brief group wellbeing exercises.

How:

Assign an activity leader to choose and lead a meditation, relaxation, breathing or mindfulness exercise for the team. Schedule and complete the activity within the normal team activity cycle. Google and YouTube are a great resource for free brief wellbeing exercises.

Team Booster #11

Share A Personal Achievement & Challenge



What:

Activity: Round the room sharing of current personal achievements and challenges as an extended warm-up exercise at the start of your team meeting.

Time Required: 5-10 minutes at your next team meeting or huddle.

Why:

We often achieve more than we realise and fail to give ourselves credit where credit is due. We often shy away from acknowledging the challenges we face and thus miss out on not only self-compassion but also the compassion and practical help of others. This great little exercise enables teams to 'stop and smell the roses' by sharing successes as well as quickly raise 'red flags' by sharing challenges in a time efficient way.

How:

Allot up to 2 minutes per person to share current personal achievements and challenges with the group. If time permits within the 2-minutes other group members may ask questions/comment. When 2-minutes elapses move on to the next person in the group.

My Achievements/Challenges

My Recent Achievements are...

1.

2.

3.

My Recent Challenges are...

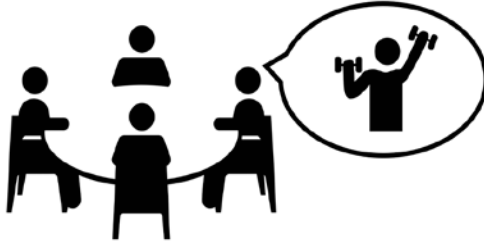
1.

2.

3.

Team Booster #12

Set A Weekly Wellbeing Goal



What:

Activity: Identify one positive wellbeing goal you will commit to each week and share it with your peers and then follow-up on progress.

Time Required: 5-10 minutes at your next team meeting or huddle.

Why:

‘What gets measured gets managed’ is a fundamental truth in all self and organisational improvement initiatives. This simple exercise enables (1) increased self awareness and accountability for self care and wellbeing and (2) increased team connections and sharing around the importance of individual and group wellbeing to sustain High Performance over the long term.

How:

Step 1: Allot 1 minute per team member to share one positive wellbeing goal with the group. **Step 2:** Assign each team member an ‘accountability buddy’ who will follow-up on goal progress over the next month.














The 4-Week Wellbeing Challenge!

Time	Activity	Goal	Review & Score (1-10; Not Achieved – Fully Achieved)
Example	<i>Walking</i>	<i>Walk 10,000 steps every day over the next week</i>	<i>Score = 7. Missed goal 2 of 7 days because of bad weather. Have bought a rain jacket so that bad weather can't be an excuse next week.</i>
Week 1			
Week 2			
Week 3			
Week 4			

Bonus Material!













10min Team Boosters

(Vol 2.)

 BONUS MATERIAL! 10 Minute Team Booster Vol 2.			
KPI 1	KPI 2	KPI 3	KPI 4
13. SUCCESSION PLANNING 101  <p>Activity: Display team chart. Each team member then has 1 minute to describe the key skills, knowledge and attributes needed for their role. Time Required: 10 min meeting/huddle meeting/huddle</p>	16. HOT SEAT ON STRENGTHS  <p>Activity: In groups of 4-5 team members, each person describes the strengths (not just of the nominated individual resting through all team members. Time Required: 10 min meeting/huddle (2 minutes per person in the hot seat)</p>	19. HELP SEEKING X C.A.R.D. TYPE  <p>Activity: 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. Time Required: 10 mins at team meeting (2-3 min each person)</p>	22. MAGIC MOMENTS PHOTO SHARE  <p>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 mins at next team meeting</p>
14. VALUE ADDING x 3  <p>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 (5 pairs/5 round the room feedback)</p>	17. LESSONS FROM TEDx  <p>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 1 key learning. Time Required: 10 mins at next team meeting</p>	20. MISUNDERSTANDINGS  <p>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 mins at team meeting (2-3 min each person)</p>	23. BUCKET LIST TOP 3-5  <p>Activity: In pairs share your top 3-5 bucket list items (3 mins) then share 3-2 items per person with the whole team (7 min). Time Required: 10 mins at next team meeting</p>
15. LEVEL UP LITE  <p>Activity: 5 minute refresher on the HPT Level Up Table followed by 5 minute round the room discussion on the team's current level and next steps. Time Required: 10 mins at next team meeting/huddle</p>	18. SELF FEEDBACK REFLECTION  <p>Activity: In pairs, answer the warm up question: "The feedback conversation I should be having with myself but am avoiding it..." and then share with team. Time Required: 10 mins (5 pairs/5 round the room reflections)</p>	21. GIMME SOME SUGAR x C.A.R.D. TYPE  <p>Activity: Discuss how best to give praise & positive feedback to each of the 4 C.A.R.D. types noting key words and phrases. Time Required: 10 min whole group discussion at next team meeting</p>	24. SILVER LININGS  <p>Activity: In group of 3-4 team members, describe a tough situation that ultimately turned into something positive for you. Time Required: 10 mins at next team meeting (2 mins per person)</p>

BONUS MATERIAL!

10 Minute Team Booster Vol 2.

KPI 1	KPI 2	KPI 3	KPI 4
13. SUCCESSION PLANNING 101  <p>Activity: Display team chart. Each team member then has 1 minute to describe the key skills, knowledge and attributes needed for their role.</p> <p>Time Required: 10 min meeting/huddle</p>	16. HOT SEAT ON 'STRENGTHS'  <p>Activity: In groups of 4-5 team members, each person describes the strengths (hot seat) of the nominated individual rotating through all team members.</p> <p>Time Required: 10 min meeting/huddle (2 minutes per person in the hot seat)</p>	19. HELP SEEKING X C.A.R.D. TYPE  <p>Activity: 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.</p> <p>Time Required: 10 mins at team meeting (2-3 min each person)</p>	22. MAGIC MOMENTS PHOTO SHARE  <p>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).</p> <p>Time Required: 10 mins at next team meeting</p>
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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!*







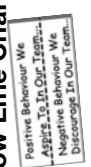

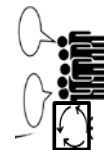
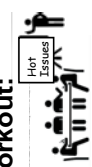


He is also:

- 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 or email admin@hptschools.com

12 x 10 Minute Team Booster Activities

KPI 1	KPI 2	KPI 3	KPI 4
1. Link Team Roles With Strategic Plan  <p>Activity: Round room discussion linking individual roles with the organisation's strategic plan. Time Required: 10 min meeting/huddle</p>	4. Sharing Your Update Tool  <p>Activity: 2-3 min share per person of key highlights in Update Tool in groups of 3 or 4 at next team meeting or other scheduled time. Time Required: 10 min groups of 3-4px</p>	7. CARD Types & Team Profile  <p>Activity: Refresher session on CARD Personality & Communication Model and update Team Profile. Time Required: 10 min at next team meeting or scheduled time</p>	10. Team Wellbeing Exercise  <p>Activity: Select a meditation, relaxation, breathing or mindfulness exercise and complete within normal team activity. Time Required: 10min (7min activity / 3min pair/share debrief)</p>
2. 90 Day Sprint On Top Team Goal  <p>Activity: Rank order goals in team Action Plan. Select top team goal and identify key milestones for the next 90-day sprint. Time Required: 10 min at next team meeting</p>	5. Seeking Feedback 3 x 3  <p>Activity: Each team member nominates 3 areas of focus and 3 people they will seek feedback from in the week/s ahead. Follow-up at next team meeting. Time Required: 10 min (5m pair / 5m group)</p>	8. Above & Below Line Chart Update  <p>Activity: Review and update team Above & Below the Line Chart and practice (Fishbowl) using the Calling Behavior Protocol on relevant scenario. Time Required: 10 min at team meeting</p>	11. Personal Achievement & Challenge  <p>Activity: Round room sharing of current personal achievement and challenges as an extended warm-up exercise at the start of meeting. Time Required: 10 min meeting/huddle</p>
3. Review Team Activity Cycle  <p>Activity: Review each item of the team activity cycle and fine tune to maximise the benefits for each team member. Time Required: 10 min meeting/huddle</p>	6. Hot Issues Workout: Boosting Team Feedback  <p>Activity: Using the Hot Issues Protocol, triage a list of current challenges to boosting team feedback then 'workout' the top issue selected. Time Required: 10 min meeting/huddle</p>	9. Post-It Notes: Admire / Concern  <p>Activity: Each person writes 'one thing I admire' (A) & 'one concern I have for you' (C) on 1 x post it note per person and distributes for reflection. Time Required: 10 min meeting/huddle</p>	12. Set A Weekly Wellbeing Goal  <p>Activity: Identify one positive wellbeing goal you will commit to each week and share it with your peers and then follow up on progress. Time Required: 10 min meeting/huddle</p>



12

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
13. SUCCESSION PLANNING 101  Activity: Display team chart. Each team member then has 1 minute to describe the key skills, knowledge and attributes needed for their role. Time Required: 10 min meeting/huddle	16. HOT SEAT ON 'STRENGTHS'  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 min meeting/huddle (2 minutes per person in the hot seat)	19. HELP SEEKING X C.A.R.D. TYPE  Activity: 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. Time Required: 10 mins at team meeting (2-3 min each person)	22. MAGIC MOMENTS PHOTO SHARE  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 mins at next team meeting
14. VALUE ADDING x 3  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 (5 pairs/5 round the room feedback)	17. LESSONS FROM TEDx  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 1 key learning. Time Required: 10 mins at next team meeting	20. MISUNDERSTANDINGS  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 mins at team meeting (2-3 min each person)	23. BUCKET LIST TOP 3-5  Activity: 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). Time Required: 10 mins at next team meeting
15. LEVEL UP LITE  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 mins at next team meeting/huddle	18. SELF FEEDBACK REFLECTION  Activity: In pairs, answer the warm up question: "The feedback conversation I should be having with myself but am avoiding is..." and then share with team. Time Required: 10 mins (5 pair/5 round the room reflections)	21. GIMME SOME SUGAR x C.A.R.D. TYPE  Activity: Discuss how best to give praise & positive feedback to each of the 4 C.A.R.D. types noting key words and phrases. Time Required: 10 min whole group discussion at next team meeting	24. SILVER LININGS  Activity: In group of 3-4 team members, describe a tough situation that ultimately turned into something positive for you. Time Required: 10 mins at next team meeting (2 mins per person)

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Weekly Team Boosters: 12 Month Planner*

*48 week cycle – recommended gap weeks over Dec/Jan holidays

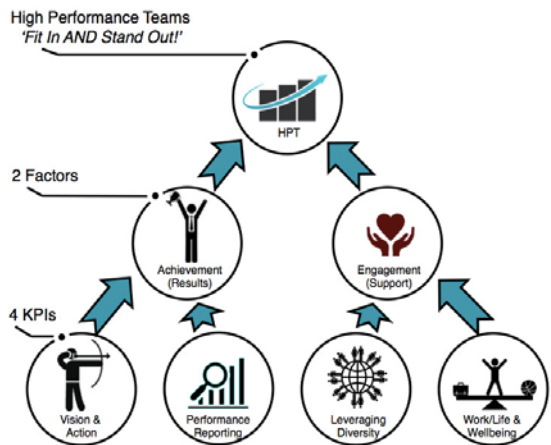
January	Week 1	Team Booster #22: Magic Moments Photo Share	July	Week 25	Team Booster #22: Magic Moments Photo Share
	Week 2	Team Booster #23: Bucket List Top 3-5		Week 26	Team Booster #23: Bucket List Top 3-5
	Week 3	Team Booster #1: Link Team Roles with Strategic Plan		Week 27	Team Booster #1: Link Team Roles with Strategic Plan
	Week 4	Team Booster #3: Review Team Activity Cycle		Week 28	Team Booster #3: Review Team Activity Cycle
February	Week 5	Team Booster #7: CARD Types & Team Profile	August	Week 29	Team Booster #7: CARD Types & Team Profile
	Week 6	Team Booster #8: Above and Below the Line Chart Update		Week 30	Team Booster #8: Above and Below the Line Chart Update
	Week 7	Team Booster #4: Sharing Your Update Tool		Week 31	Team Booster #4: Sharing Your Update Tool
	Week 8	Team Booster #2: 90 Day Sprint on Top Team Goal		Week 32	Team Booster #2: 90 Day Sprint on Top Team Goal
March	Week 9	Team Booster #5: Seeking Feedback 3 x 3	September	Week 33	Team Booster #5: Seeking Feedback 3 x 3
	Week 10	Team Booster #9: Post-It Notes: Admire / Concern		Week 34	Team Booster #9: Post-It Notes: Admire / Concern
	Week 11	Team Booster #6: Hot Issues: Boosting Team Feedback		Week 35	Team Booster #6: Hot Issues: Boosting Team Feedback
	Week 12	Team Booster #11: Personal Achievement & Challenge		Week 36	Team Booster #11: Personal Achievement & Challenge
April	Week 13	Team Booster #12: Set a Weekly Wellbeing Goal	October	Week 37	Team Booster #12: Set a Weekly Wellbeing Goal
	Week 14	Team Booster #18: Self Feedback Reflection		Week 38	Team Booster #18: Self Feedback Reflection
	Week 15	Team Booster #10: Team Wellbeing Exercise		Week 39	Team Booster #10: Team Wellbeing Exercise
	Week 16	Team Booster #20: Misunderstandings		Week 40	Team Booster #20: Misunderstandings
May	Week 17	Team Booster #13: Succession Planning 101	November	Week 41	Team Booster #13: Succession Planning 101
	Week 18	Team Booster #14: Valuing Adding x 3		Week 42	Team Booster #14: Valuing Adding x 3
	Week 19	Team Booster #19: Help Seeking x CARD Type		Week 43	Team Booster #19: Help Seeking x CARD Type
	Week 20	Team Booster #17: Lessons from TED		Week 44	Team Booster #17: Lessons from TED
June	Week 21	Team Booster #24: Silver Linings	December	Week 45	Team Booster #24: Silver Linings
	Week 22	Team Booster #21: Gimme Some Sugar x CARD Type		Week 46	Team Booster #21: Gimme Some Sugar x CARD Type
	Week 23	Team Booster #16: Hot Seat on 'Strengths'		Week 47	Team Booster #16: Hot Seat on 'Strengths'
	Week 24	Team Booster #15: Level Up Lite		Week 48	Team Booster #15: Level Up Lite

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?



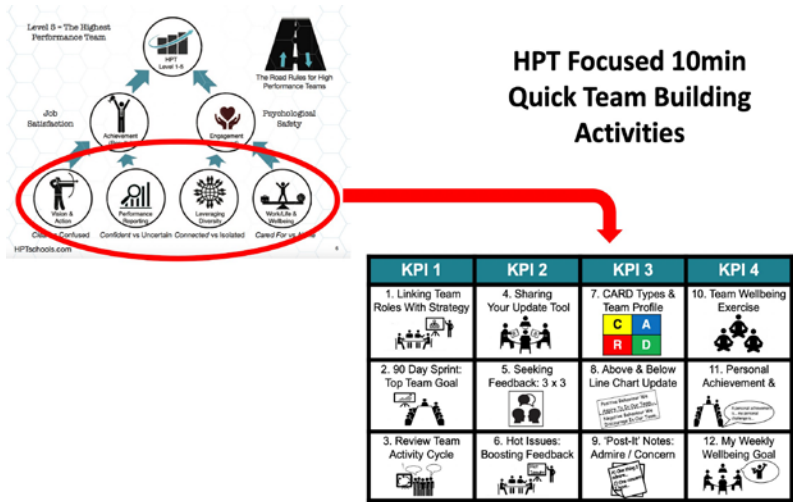
The Compound Effect: Small Investments Pay Off Big Time!

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.



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

Selecting Activities OPTION 2: Spin The Team Building Wheel!

Collective Team Efficacy
HPT Pulse: Review & Actions

Team	Team Efficacy	Team Wellbeing	Team Learning	Team Innovation
Team A	75%	75%	75%	75%
Team B	75%	75%	75%	75%
Team C	75%	75%	75%	75%
Team D	75%	75%	75%	75%

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



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

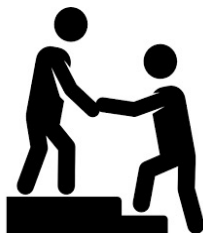
KPI 1 Vision & Action

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.



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



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



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:

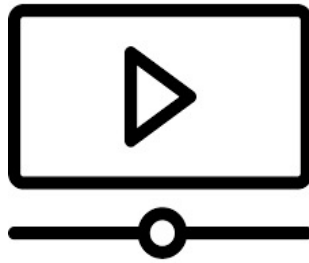
Break into groups of 4-5 team members. Decide on the order for the 'hot seat'. Set a two-minute timer where each person in the group describes the strengths of the nominated individual. Once the timer has elapsed move on to the next team member until all team members have had a turn in the 'hot seat'.

Hot Seat on 'Strengths'

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

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)



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.



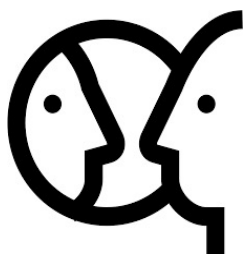
TIM URBAN

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.

1. Play / Hobbies	2. Work / Career
3. Key Relationships	4. Family & Friends



12 Team Boosters Unpacked

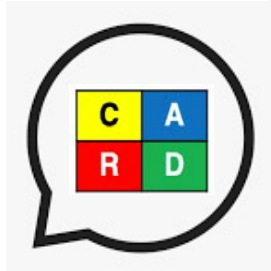
KPI 3 Leveraging Diversity

Team Pulse: Peer Support



Team Booster #19

Help Seeking x C.A.R.D. Type



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.

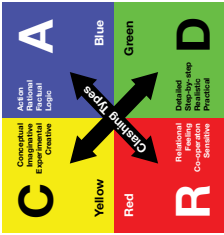
Time Required: 10 minutes at your next team meeting or scheduled time (2-3 minutes per team member).

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.

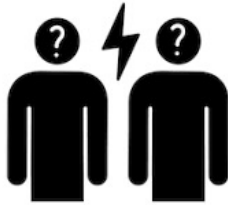


Collaborating Effectively: 1:1 Personality, Stress & Communication

Type	Colour	Focus	Identifiers / Key Words	Defusing Stress: Giving Support To Them	Defusing Stress: Getting Support From Them
Concept	Yellow	Why	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..."
Action	Blue	What	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..."
Relational	Red	Who	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..."
Detail	Green	How	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.

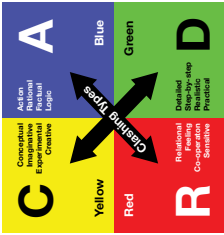
Time Required: 10 minute whole group discussion at next team meeting.

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
Concept	Yellow	Why	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..."
Action	Blue	What	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..."
Relational	Red	Who	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..."
Detail	Green	How	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>1. Play / Hobbies</p> <ul style="list-style-type: none"> • • • 	<p>2. Work / Career</p> <ul style="list-style-type: none"> • • •
<p>3. Key Relationships</p> <ul style="list-style-type: none"> • • • 	<p>4. Family & Friends</p> <ul style="list-style-type: none"> • • •

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 Booster Vol 3.

KPI 1	KPI 2	KPI 3	KPI 4
25. TEAM PURPOSE HEDGEHOG REVIEW  <p>Activity: Answer the 3 'Core Purpose' questions as a team. Time Required: 10 mins at next team meeting.</p>	28. MEETING DYNAMICS REVIEW  <p>Activity: Review of previous quarter's moderator feedback on team dynamics identifying areas for team improvement. Time Required: 10 mins at next team meeting.</p>	31. MY STATUS: RISKS & BENEFITS  <p>Activity: Review 'Status & Presence' (5 mins). In groups of 3-4 identify your own status and its risks / benefits (5 mins). Time Required: 10 mins at next team meeting.</p>	34. COUNTING DOWN  <p>Activity: Complete a sensory count-down meditation as a team. Time Required: 10 min at next team meeting or huddle.</p>
26. VISION CASTING  <p>Activity: 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. Time Required: 10 mins at next team meeting.</p>	29. MEETING HEALTH CHECK  <p>Activity: Review of team meeting agenda to ensure it meets team needs. Time Required: 10 mins at next team meeting.</p>	32. ROLES IN CONFLICT  <p>Activity: Review Karpman's Drama Triangle (5 mins). In groups of 3-4 identify your typical role in conflict (5 mins). Time Required: 10 mins at next team meeting.</p>	35. LOTTO LUCK  <p>Activity: Round room share answers to the warm up question: "What would you do if you won lotto tomorrow?" Time Required: 10 min whole group discussion at next team meeting.</p>
27. STRETCH GOALS IN FOCUS  <p>Activity: Apply the 2 stretch goal questions to x3 team goals. Assess what actions could take your team closer to achieving your stretch goals. Time Required: 10 mins at next team meeting.</p>	30. LEAD INDICATOR DATA REVIEW  <p>Activity: Whole team discussion on team lead and lag indicators. Time Required: 10 mins at next team meeting.</p>	33. BELOW THE LINE CONFESSIONAL  <p>Activity: In groups of 3-4 share a time when you went 'below the line' and reflect on why this happened (2-3 mins/person). Time Required: 10 mins at next team meeting.</p>	36. CAREER LEGACY  <p>Activity: 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). Time Required: 10 min whole group discussion at next team meeting.</p>

BONUS MATERIAL!

10 Minute Team Booster Vol 3.

KPI 1	KPI 2	KPI 3	KPI 4
25. TEAM PURPOSE HEDGEHOG REVIEW  <p>Activity: Answer the 3 'Core Purpose' questions as a team. Time Required: 10 mins at next team meeting.</p>	28. MEETING DYNAMICS REVIEW  <p>Activity: Review of previous quarter's moderator feedback on team dynamics identifying areas for team improvement. Time Required: 10 mins at next team meeting.</p>	31. MY STATUS: RISKS & BENEFITS  <p>Activity: Review 'Status & Presence' (5 mins). In groups of 3-4 identify your own status and its risks / benefits (5 mins). Time Required: 10 mins at next team meeting.</p>	34. COUNTING DOWN  <p>Activity: Complete a sensory count-down meditation as a team. Time Required: 10 min at next team meeting or huddle.</p>
26. VISION CASTING  <p>Activity: 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. Time Required: 10 mins at next team meeting.</p>	29. MEETING HEALTH CHECK  <p>Activity: Review of team meeting agenda to ensure it meets team needs. Time Required: 10 mins at next team meeting.</p>	32. ROLES IN CONFLICT  <p>Activity: Review Karpman's Drama Triangle (5 mins). In groups of 3-4 identify your typical role in conflict (5 mins). Time Required: 10 mins at next team meeting.</p>	35. LOTTO LUCK  <p>Activity: Round room share answers to the warm up question: "What would you do if you won lotto tomorrow?" Time Required: 10 min whole group discussion at next team meeting.</p>
27. STRETCH GOALS IN FOCUS  <p>Activity: Apply the 2 stretch goal questions to x3 team goals. Assess what actions could take your team closer to achieving your stretch goals. Time Required: 10 mins at next team meeting.</p>	30. LEAD INDICATOR DATA REVIEW  <p>Activity: Whole team discussion on team lead and lag indicators. Time Required: 10 mins at next team meeting.</p>	33. BELOW THE LINE CONFESSIONAL  <p>Activity: In groups of 3-4 share a time when you went 'below the line' and reflect on why this happened (2-3 mins/person). Time Required: 10 mins at next team meeting.</p>	36. CAREER LEGACY  <p>Activity: 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). Time Required: 10 min whole group discussion at next team meeting.</p>

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.

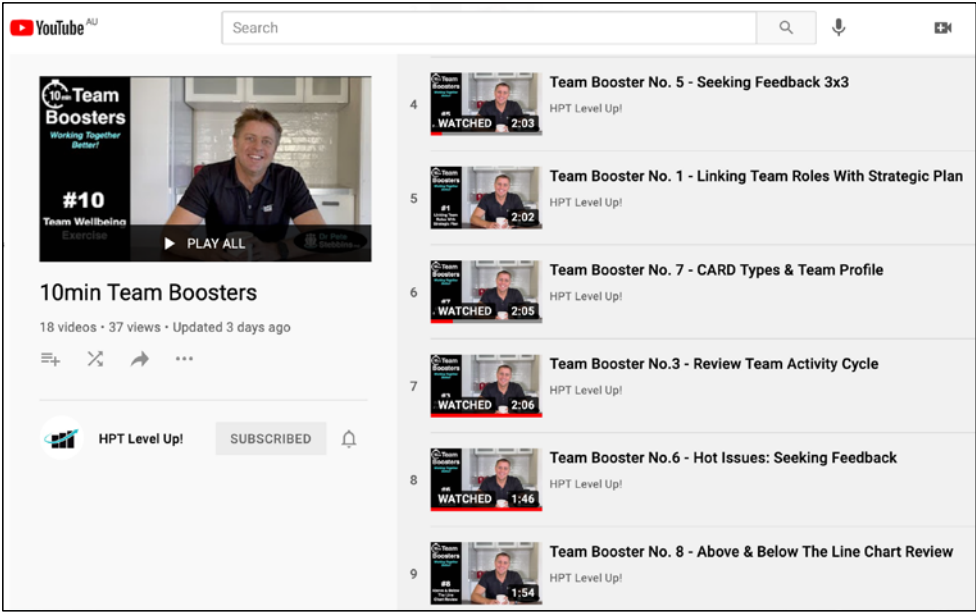
Find out more at: DrPeteStebbins.com or email admin@hptschools.com

10 Minute Team Booster Vol 2.

KPI 1	KPI 2	KPI 3	KPI 4
13. SUCCESSION PLANNING 101  Activity: Display team chart. Each team member then has 1 minute to describe the key skills, knowledge and attributes needed for their role. Time Required: 10 min meeting/huddle meeting/huddle	16. HOT SEAT ON 'STRENGTHS'  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 min meeting/huddle (2 minutes per person in the hot seat)	19. HELP SEEKING X C.A.R.D. TYPE  Activity: 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. Time Required: 10 mins at team meeting (2-3 min each person)	22. MAGIC MOMENTS PHOTO SHARE  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 mins at next team meeting
14. VALUE ADDING x 3  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 (5 pairs/5 round the room feedback)	17. LESSONS FROM TEDx  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 1 key learning. Time Required: 10 mins at next team meeting	20. MISUNDERSTANDINGS  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 mins at team meeting (2-3 min each person)	23. BUCKET LIST TOP 3-5  Activity: 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). Time Required: 10 mins at next team meeting
15. LEVEL UP LITE  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 mins at next team meeting/huddle	18. SELF FEEDBACK REFLECTION  Activity: 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. Time Required: 10 mins (5 pair/5 round the room reflections)	21. GIMME SOME SUGAR x C.A.R.D. TYPE  Activity: Discuss how best to give praise & positive feedback to each of the 4 C.A.R.D. types noting key words and phrases. Time Required: 10 min whole group discussion at next team meeting	24. SILVER LININGS  Activity: In group of 3-4 team members, describe a tough situation that ultimately turned into something positive for you. Time Required: 10 mins at next team meeting (2 mins per person)

P.S. Bonus Videos...

Teams Can Now Watch All The 10min Team Booster Quickstarts on YouTube!



Channel: HPT Level Up!
Playlist: 10min Team Boosters



12 Quick Team Boosters For High Performance Teams **Volume 1 & Volume 2** Now combined in one convenient book!

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Playlist: 10min Team Boosters

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