

# AGENDA

## Session guide: Create a TA-DA list with your team

**Date:**

---

**Time:**

---

**Location:**

---

**Attendees:**

---

**Contact:**

---

### Your preparation

To prepare for this session, you will need to:

- Schedule the team meeting in a room where you can avoid interruptions. We suggest 45 minutes for this discussion.
- Download the session guide and templates.
- Determine the period you want to cover (e.g. a month, a year).
- Work through the activity yourself and think about how you personally would answer the questions, as this will provide a starting point for your team if necessary. Also, think about how the team may respond to each question. It will be important to think about where the team might stumble or struggle to move forward.
- Think about how you will facilitate the discussion. Use the facilitator tips in the session guide.
- This session includes some creative activities. Not everyone responds well to creative tasks, so think about what might work best for your team and adjust the activity to suit.
- Organise the materials for the meeting.

### Session materials:

- Bring a copy of your team purpose statement (Microlesson 1 included guidance to facilitate a team discussion to define your team's purpose.)
- Textas
- Post-it notes
- Flipchart or whiteboard
- Blue tac, magazines with visuals, Glue or tape (we recommend you use creative materials because it makes the session more memorable and the result visually appealing. If this is just not your style, you can adapt this activity – we included guidelines in the agenda facilitation tips below).
- A4 and A3 white paper sheets
- Butchers paper with TA-DA written on it. If you prefer to create a digital board, you could use a digital tool such as PowerPoint.

# AGENDA

## SESSION GUIDE: CREATE A TA-DA LIST WITH YOUR TEAM

No	Item	Description	Facilitator tips	Time
1	Welcome and purpose	<p><b>Welcome</b></p> <p>Explain the why, the how and the what for the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Why?</b> We often plan ahead and think about our goals and our “to do’s”. The purpose of today’s meeting is to pause and reflect on our accomplishments by looking at the progress we’ve made and celebrating what we’ve achieved.</li> <li>• <b>How?</b> Together we are going to develop a TA-DA wall with all our individual and team accomplishments.</li> <li>• <b>What?</b> Coming out of this meeting, we will have a record of all our accomplishments of the past period.</li> </ul>	<ul style="list-style-type: none"> <li>• Send an invitation to participants in which you make it clear that today’s meeting is about celebrating what you’ve achieved as a team over the last period.</li> <li>• You could organise the furniture in the room differently or bring snacks. This helps to signal that this is a different type of team meeting.</li> <li>• Show enthusiasm and highlight that the way of working in today’s meeting might be different to what they are used to.</li> </ul>	5 mins
2	Group surveys	<ul style="list-style-type: none"> <li>• Give everyone in your team a A4 sheet of paper and a pen.</li> <li>• Ask team members to survey the room about things that they have achieved at work, both individually or as a team. Ask them to mention everything they can think of. This can be the delivery of a great project, but also an inspiring conversation they had with a colleague. Even if it’s small, share it. More = More!</li> </ul>	<ul style="list-style-type: none"> <li>• Give people one minute to think about their achievements by themselves. Encourage them to look at their diaries, if needed.</li> </ul>	10 mins
3	Individual	<p>Once everyone has a few accomplishments listed, ask them to visually represent a few of these memories on fresh A3 sheets of papers. They can draw things or use the materials provided to make a collage. The representations can be abstract renditions of the “achievement”. They can involve partners who’ve shared the memory to create this drawing. Give them up to 20 minutes to do this.</p>	<ul style="list-style-type: none"> <li>• Participants might feel uncomfortable at first, encourage them to give it a try.</li> <li>• If don’t have sufficient materials, you could ask participants to make a virtual representation (e.g. prepare a slide in PowerPoint).</li> <li>• If your team doesn’t respond well to creative activities and is better with words, you can ask them to summarise their achievement in a short story.</li> <li>• You can play background music to create a creative vibe.</li> </ul>	15 mins

# AGENDA

## SESSION GUIDE: CREATE A TA-DA LIST WITH YOUR TEAM

4	Plenary discussion	<ul style="list-style-type: none"><li>Once the time is up, ask participants to tape their creations to the TA-DA wall. Ask for volunteers to approach the wall and expand on the achievements they just taped on the wall with the entire group. Questions you can ask:<ul style="list-style-type: none"><li>Which of these achievements are you most proud of? And why?</li><li>What strengths did we leverage as a team to achieve this?</li></ul></li></ul>	<ul style="list-style-type: none"><li>Alternatively, ask people to present their (digital) outputs.</li></ul>	10 mins
5	Close	<b>Summary</b> <ul style="list-style-type: none"><li>Thank everyone for their participation today – share that you are grateful and proud of the effort your team put in to make these accomplishments possible.</li></ul>		5 mins

### Actions for you to take after the session

- Display the TA DA list in a visual spot.
- Continue with the Reflect and Connect activity in this lesson.

### Facilitator tips to effectively lead your team discussion:

- Emphasise to your team the importance of being actively involved in the session and encourage participation by all – if team members are quiet ask them questions to encourage participation.
- Prepare for the session by familiarising yourself with the content and materials – particularly the structure of the session and the tools and materials that will be used in that session (their purpose and how to apply them).
- Reflect on what content you really enjoyed in this module and how you might share that with your team.
- Use the session to agree to a set of team commitments through listening and supporting different staff ideas. This will be critical for ensuring all members of your team have buy-in with them.
- Avoid thinking that you need to do it all alone! Work with other people managers to help run the session for additional support.

### Handling questions:

- If the group discussion begins to go off topic, remind the group of the purpose of the session.
- Allocate time outside of this session to follow up any issues in the 'parking lot'.