# Running a team-based design workshop with your team

*Who should run the workshop?*

* The workshop can be run either by the team leader, a manager from within the team, or a member of the HR team

*Who should participate?*

* All members of the team must be included in the workshop
* If some members can’t attend, make sure they have the opportunity to review and add to any workshop outputs

*How long should the workshop be?*

* It’s designed to be three hours long
* While it’s tempting to shorten it, make sure there’s enough time for everyone to contribute, and provide ample time to explore ideas and consider different perspectives

*What are the workshop objectives?*

1. Introduce team-based flexible working
2. Explore questions, and possible concerns about flexibility and work
3. Agree on the **outcomes** (business, team and individual) that need to be maintained or could be enhanced
4. Consider how **the work of the team** and **individual jobs** could be done differently
5. Craft a team-based approach to flexibility, where the team decides:
   1. **What** flexibility needs to be maintained, and what flexibility could be added
   2. **How** the quality of the current flexibility could be enhanced
6. Identify possible positive outcomes and challenges
7. Create a team-based culture of flexibility
8. Develop a plan to implement, monitor, evaluate and improve

*What resources do you need to conduct the workshop?*

* A team-based design workshop slide pack. This also includes additional information for facilitators in the notes section
* The Team-based design – workshop pack to summarise the outputs from the workshop
* The Team-based pack (sample) for reference