

AGENDA

Session guide: Lead a discussion with your team to create a team purpose statement

Date:

Time:

Location:

Attendees:

Contact:

Your preparation

- Schedule the team meeting (or use an existing team meeting) in a room where you can avoid interruptions. We suggest approximately 60 minutes for this discussion (depending on your team capacity).
- Circulate the agency purpose and values (or equivalent) document/video and ask your team to read it before the meeting and think about the question: “How does our team help to deliver the purpose and values of the agency?”
- 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 (the reflection activity in the previous session will assist with this). 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.
- Organise the materials for the meeting and prepopulate the Agency Purpose and Agency Values section of the “Our Team Purpose template”.

Session materials:

- Prepare and print the template ‘Our Team Purpose’ at the end of this document.
- Textas
- Post-it notes
- Blue tac

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No	Item	Description	Facilitator tips	Time
1	Welcome and introduction activity	<p>Welcome</p> <p>Explain the why, the how and the what for the meeting:</p> <ul style="list-style-type: none"> • Why = getting us all on the same page about the reason our team exists and why we are doing what we do, will help us to prioritise our work, make better decisions, and feel rewarded and motivated that the work we do every day, no matter what it is, makes a difference to others. • How = to get us on the same page, we will explore our team purpose as a team which will then feed into our team planning and goal setting. • What = we will spend the next x minutes working together to develop and agree one short statement which captures our team purpose. • Ask each person to write down on a post-it note the answer to the question: who are we doing our work for? • Discuss the answers to the question in turns and stick the post-it notes on a wall. 	<ul style="list-style-type: none"> • Close the door just before you start the meeting. This helps to signal that you want to start. • Show the why, how, what visually (e.g. on flipchart) so people can refer to this during the meeting. 	5 mins
2	Group discussion	<p>The agency's purpose and values</p> <p>Refer to the 'Our Team Purpose' template and discuss the purpose statement of the agency. Ask the team to share what the agency purpose means to them.</p> <p>Introduce the agency values and ask the team to share examples of how these values are being lived in the organisation.</p>	<ul style="list-style-type: none"> • Provide the opportunity to ask questions. • Before you facilitate a group discussion, ask people to share their thoughts in pairs. This will help them formulate their own thoughts and creates safety for them to test their thinking before they share it with the whole group. • Respond with curiosity when people share. This will encourage others to share in the group discussions. • Capture notes on a flipchart so people can visually refer to that. 	10 mins

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3	Individual task	Our team contribution <p>Explain that the next activity is focussed on the role the team plays to help deliver the agency's purpose.</p> <p>Explain that this doesn't mean we need a list of tasks we are accountable for (that's the what); instead, develop a sentence that sums up why we exist as a team. Questions that might help are:</p> <ul style="list-style-type: none">• Why does this team exist?• Consider why your team is important to different stakeholders you interact with (e.g. citizens, other agencies etc)• How does our team contribute to what the agency is trying to achieve?• What benefit does our team bring to the people we do the work for? (refer to introduction activity) <p>Ask people to write down individually on a post-it note a short sentence (maximum 8 words) that explains how they think their team contributes to the agency's purpose and values.</p>	You can also do this activity in pairs.	5 mins
4	Group work	Our team contribution (cont.) <p>Ask each person to call out their statement and stick it on the wall. Share your own statement.</p> <p>Ask the group to consider the individual statements on the wall and work together as a team to come up with one team purpose statement. Let the team take the lead on the discussion, but actively contribute and provide guidance or direction where required.</p> <p>Once agreed, complete the Team Purpose Section on the 'Our Team Purpose' template.</p> <p>Stick the template on the wall and thank everyone for their good work. Then move on to the next activity.</p>	Provide the opportunity to ask questions.	20 mins

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5	Pairs	<p>Your individual contribution to our team purpose.</p> <p>Working in pairs, ask the people in your team to discuss how they individually contribute to the team purpose and capture this on a post-it with their name on it.</p> <p>Ask team members to read their contribution aloud and stick this on the wall.</p>	<ul style="list-style-type: none">• Pairs are a great way to manage different styles and personalities in the room. You can either let individuals form their own pairs, or if you have some challenging team dynamics, you might like to allocate people to a pair.• When pairs are working, walk around to each group to check if they are on track, answer any questions and provide encouragement.	15 mins
6	Close	<p>Explain that you will use the team purpose regularly in your team meetings and discussions as a guidance point to make sure that we are focused on the right things, and operating in a way that makes us all feel valued for our contribution.</p> <p>Thank everyone for their participation today – share that you hope today’s session provided clarity on how they as individuals and as a team contribute to deliver on the agency’s purpose.</p>	<ul style="list-style-type: none">• Let people know which next steps they can expect and when.	5 mins

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Actions to complete after the session:

- Capture the team purpose and individual's contribution and display this in a central spot where the team can see it often. Other strategies that help to communicate your team's purpose are covered in Microlesson 3.
- Refer to the team purpose regularly in other meetings and discussions to keep it front of mind for the team.
- 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 (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'.

Our team purpose



Agency purpose

< Pre-populate >

Agency values

< Pre-populate >

Our team purpose

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How my work helps to deliver the purpose and values of the agency and team: