Team Review Workshop

Objectives

- To build shared understanding within the team about what’s working well, areas in need of improvement and areas of opportunities.

When would you use it?

- In any team meeting when you want to review your team’s current situation.
- This activity also works well when assessing how multiple teams are working with each other.

What you will need:

- 1 hour
- A large piece of paper up on the wall
- Space around the paper to have staff stood around and move around the paper on the wall
- Lots of post-it notes and marker pens for each person in the team
- A few sheets of dot stickers
- Scissors (to cut stickers out for voting)

Step 1 -

1. The Facilitator starts the activity by explaining to the team that you are going to spend the next hour reviewing progress.
2. The first 10 mins are to focus solely on the question “what are we doing well?” Each Participant picks up some post-its & pen and writes as many things as possible (one per post-it).
3. The second 10 mins are to look at answering “what could we do better?” Instead of focusing on the negatives try and keep people on improvements, e.g. “it would be even better is we did this …”

Step 2 -

4. The third 10 mins are to look at answering “what more could we do?”. These should be new opportunities rather than improvements on existing activities.
5. The Facilitator asks the group to spend a few minutes collecting the points into themes.
6. The Facilitator then gives each Participant a fixed number of dots and asks them to stick them on the themes that are important to them. Be clear they can put them where they want, i.e. all on 1 very important theme to them or spread out over many.
Step 3 -

7. Once the voting is finished you can lead a discussion on what happens next. One suggestion you can consider is take the Top 3 themes that received the most votes and run a Brown Paper Planning session to make sure you end with an action plan and a positive result.
### Tips:

- It is very important to tackle each question one at a time and not jump around. The temptation for the group will be to skip straight to things ripe for improvement without spending enough time on the things that you are doing well.
- If the group is large then give each participant 3 dots to stick on the paper. If the group is small then give them 5 each. This is so visually there are enough votes on the paper.