

A team charter

This is an important three part activity, as it shapes the way you go about your business as a team and sets norms and expectations.

We may only get so far with this today – and I hope what progress we make can be developed and worked upon beyond this workshop to help you set the flexible guidelines that give your team a structured basis to achieve improve performance.

Part one

In small groups, think about the ‘headings’ that a team charter needs in order to be a tangible basis to direct your collective performance.

It may be sensible to start with the name and membership...I leave you to come up with the other matters that will help clarify the important issues that accelerate your team performance.

When you are done, with thoughts summarised on flip chart, share your ideas with the others and we will note a draft that combines the best ideas.

Part two

Once you have agreed the headings for your draft team charter, return to your groups and start work on the detail under each heading.

We will agree whether we share these out, or you work in parallel.

This requires more time to complete in real terms than we have today, and will be a start to a process I hope you work on further and develop as a framework for performance development beyond today.

Part three

When you have made some progress towards your charter, we can again get back together, and discuss what you have been working upon.

Within the constraints we have today, it is important we give each element sufficient time, so we need to agree and stick to the minutes we budget for each part of the exercise.