



EMPOWERED TEAMS WORKSHOP DECEMBER 1, 2012



TEAM MEMBERS are asked to complete all notes and return them to their Team Leader / Facilitator at their first meeting, by e-mail or postal mail. Please complete this workshop prior to your first team meeting.

SESSION 1

TEAM STYLE LEADERSHIP

Equips – Prepares people to do the work

Empowers – gives people the necessary authority to do the work

Entrusts – allows team members to make mistakes

Two foundational principles – _____ *and* _____.

Here is a definition of a team that becomes the common understanding of teamwork.

Group of _____ people working together, committed to a shared responsibility, find meaning in sharing a purpose, driven to achieve a shared vision, and exerting collaborative effort.

The Three Team Criteria - For a team to be successful, 3 fundamental criteria must be met:

1. The team must develop _____, with specific _____, that defines their success.
2. The team members must be _____
3. The team members are mutually _____ for the outcome/results.

Each member must have 2 sets of _____.

1. **First**, each team member has _____ responsibilities that must be fulfilled.
2. **Second**, each team member must be responsible for the _____ team's responsibility.



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**BAPTIST STATE
CONVENTION of
MICHIGAN**

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Additional Notes: _____

SESSION 2

THE POWER OF DIVERSITY

Your team has to be integrated enough to work together & fit into the organization while differentiated enough to bring individual resources derived from personal uniqueness to the team.

Teams that achieve this balance share 3 characteristics:

1. Each person understands _____ in order to contribute out of strengths & manage weaknesses.
2. _____ and appreciation of self and others expressed as openness and mutual support.
3. _____ interactions evidenced in collective outcomes.



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WHAT IS EMPOWERMENT?

An empowered team is one that has both the _____ and _____ to carry out its mission & exercises its ownership and control over its task and resources.

EMPOWERMENT: THE BENEFITS

- 1. S _____
- 2. C _____
- 3. M _____

EMPOWERED TEAMS - Have Clear Focus

Need to be clear about:

G _____ : What are our expected outcomes?

P _____ : How will we achieve our goals?

B _____ : How will this help us succeed?

B _____ : What will it cost?

M _____ : How will we know if we succeeded?

A _____ : Who is empowered to make which decisions?

Additional Notes: _____



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SESSION 3

THE JOURNEY OF TEAMS

Stage 1: F _____, team participants are excited.

Stage 2: S _____, team participants may confront one another.

Stage 3: N _____, team participants begin to jell as a functioning unit.

Stage 4: P _____, team participants are “*hitting on all cylinders*” as a unit.

Stage 5: D _____, may be painful for many team members.
(Option: **Reforming**)

Additional Notes: _____



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SESSION 4

FOCUS ON RESULTS

The **SMART** portion of the **RM-SMART** formula stands for these goal characteristics:

S _____

M _____

A _____

R _____

T _____

The **RM** portion of the formula is short for **Road Map**.

A team can stay even more focused by breaking down its SMART goal(s) into smaller chunks, or a written road map.

ELEMENTS OF GREAT MEETINGS

There is nothing more exciting and more pertinent than a well-run, productive team meeting. The elements of an effective team meeting are represented in the acronym “**SLAP.**”

“**S**” is a reminder to **START** on time.

“**L**” is a reminder to **LIMIT** the amount of time you meet.

“**A**” is a reminder to follow a carefully planned **AGENDA**.

“**P**” is a reminder to have a **PURPOSE**.

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SESSION 5

Teams often struggle as they strive to reach consensus on critical issues. When teams reach an impasse, **ask three questions**:

1. Does everyone understand the big **P**_____?
2. Do you understand your **S**_____ **R**_____ in the big picture?
3. What can the team leader personally do to help you achieve your role within this big picture?

Often we must back up and reassess the mission, focus, & goal of the team. This reassessment allows people to address & clarify the **3 critical notions** that face any team during impasse:

1. What is our purpose?
2. What do you expect from the team leader?
3. What do you expect from the team member(s)?

V _____ IS NOT ALLOWED

Consensus is critical for empowered teams. It clearly communicates the following ideas:

1. No matter what your rank in the organization, we _____ your brain.
2. We believe that by practicing the _____/_____ notion of consensus, we will make a better decision.
3. Decisions that are agreed upon by everyone will be more fully implemented.
4. Although consensus takes more time, we are willing to _____ that time.



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TEAM MEMBER: ONCE YOUR NOTES ARE COMPLETED ...
Please turn them in to your Team Leader / Facilitator at your first meeting, by
e-mail or postal mail.

**NOTE: All Team Members are asked to complete this workshop prior to
their first team meeting.**