

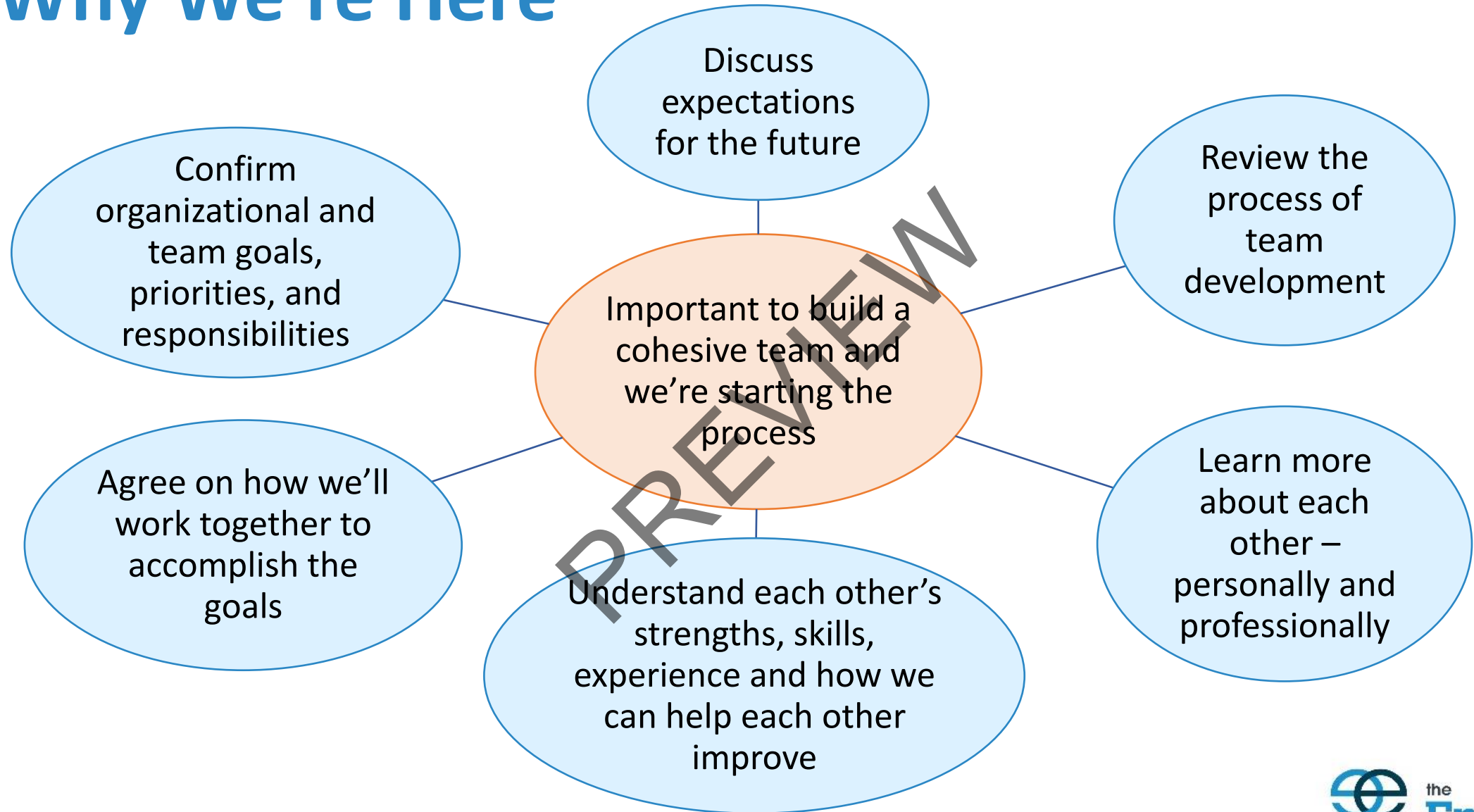
[Name of Department/Team/Group]

Kick Off Team Meeting

PREVIEW



Why We're Here



What We'll Do

Get to know each other better, review stages of team development, and discuss next steps

Review and discuss thematic results from team survey (pre-work), share expectations

Confirm our goals, priorities, how progress will be measured, and who is doing what

Define our team norms/practices

Identify and better understand our strengths and skills and how we can help each other improve

Overview of Team Meeting Series



Meeting 1 (This one)

- Overview of process, objectives, and expectations
- 'Get to know you' activity



Meeting 2

- Team building activity, review characteristics of high performing teams
- Review stages of team development model and actions to accelerate team performance



Meeting 3

- Review results from team survey (which we'll complete this week)
- Discuss expectations

Overview of Team Meeting Series (Continued)



Meeting 4

- Review business line and regional priorities
- Discuss, clarify, and commit to team goals, metrics, and strategies to achieve the goals.



Meeting 5

- Develop a team agreement, making team norms explicit



Meeting 6

- Discuss strengths and development areas



[Name of Department/Team/Group]

Team Meeting #3

Date

PREVIEW



Team Survey

Questions asked (List the questions that were included):

1. Think back to when you heard that your new leader was going to be joining your team.
 - a) What things did you hope would stay the same?
 - b) What things did you hope would change?
2. What things have actually changed since his/her arrival?
3. What things have stayed the same?
4. In your opinion, how has the addition of your new leader gone thus far?
5. What do you most want/need from your new leader?
6. What does he/she need to know about you as an individual?
7. What does he/she need to know about the team?
8. What are the major business challenges you think he/she and the team will face in the next 6-12 months?
9. What are your specific suggestions for addressing these challenges?
10. What can your new leader expect from you?



Themes from Survey Results

Add in a few slides to provide a high-level summary of results – include a summary of responses for each of the survey questions:

1.) THEME

- What questions brought up this theme?
- Why did participants' answers mention this theme?
- How might this sentiment impact our workplace?
- How can we improve moving forward (if negative)?



Your Expectations of Me

Pull out themes from the survey results in response to these questions:

Think back to when you heard that your new leader was going to be joining your team.

- a) What things did you hope would stay the same?
- b) What things did you hope would change?
- c) What do you most want/need from your new leader?



How to Accelerate our Team Performance

Primary Tasks/Next Steps:

Spend time together as a team and continue to learn more about each other – personally and professionally

Learn from the past and best practices

Agree on how we'll work together to accomplish the goals

Discuss expectations for the future

Confirm organizational/team goals, priorities, & responsibilities

Understand each others' strengths, skills, and experience, and how we can help each other improve

