

Facilitating a Team Development Day

Members of Church Health Consultancy Teams are increasingly asked to facilitate days where a staff team may wish to explore how to function and operate in more effective ways. Here is just a sample outline of how to facilitate such a day.

Essentially the objective is given: To explore ways to become a more effective team.

Be aware of who makes up the team and what type of team they are (See team modes).

Have a prep talk with the senior minister about what he would like to see as the outcome of the day.

1. **Introduction** – Outline the day, its purpose and the basic processes you plan to use. Introduce the idea of recording key learnings, reflections about the team and personal commitments to change.
2. Run some **tune-in questions** (Ice breakers) to get the group interacting and thinking around the topic (Maybe two or three out of the list below). This assists the process for the day and also begins reflection on teamwork. It also gives the facilitator an idea of group dynamics.
 1. Describe briefly one of the most effective teamwork situations you have ever experienced. Sport, adventure, journey, small group,
 2. What has been a highlight experience for you on this team?
 3. What do you see as a strength of this team?
 4. Share a reflection on something that would assist this team become more effective.
 5. What would you like to gain out of this team development day
3. **Issue identification exercise**
Use a process to assist the team identify the key issues they need to address.
 1. CIA (Critical Issues Analysis)
 2. TES (Team Evaluation Survey)
 3. T12 / T13 (Elements of effective teams)

Out of this process work out an agenda for the next part of the day.
4. In **two or three blocks, workshop two or three issues** with the group
 1. Use Basic Facilitation Skills (There are a range of skills you can adapt for use with a team to explore and find pathways forward on issues: Eg: mapping, SWOT, SNTF process, open questions, buzz groups...)
 2. Also look at how to facilitate workshops on key team issues like personality, core values, delegation, communication, role clarity, conflict management etc...
5. **Wrap up the day**
As a facilitator you want to come out of the day with some clear observations of team life, issues, strengths and areas to work on and also a collection generally affirmed ways forward for the team. These can be gathered and confirmed as the day concludes. A good conclusion gives people a chance for feedback, to share their own commitments and for you to offer some observations.
 1. Share 2 or 3 things you have learnt or become aware of today about the strengths of this team.
 2. Share your reflection on the most important priority to address for team health
 3. Share the personal commitments you would like to make to the team for team health
 4. Facilitator to give few independent observations
 5. What will happen from here
6. **Pray**