

Team Day Agenda Template

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1. Icebreaker

Creating teamwork, fun & rapport.



Start the day with an icebreaker exercise to get everyone warmed up and feeling relaxed. Some successful icebreakers are listed the following page.



2. Goals

Allow everyone to contribute and outline the outcomes of the day.



Ask everyone what they want to learn on the day and write it on the board. Then at the end of the day before the 'One Question', ask the team if you achieved each and tick them off. If you haven't ticked 100%, see if you can close it out on the spot or take it up with the individual who raised the point later at a 1:1 meeting.



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3. Praise

Creates positivity and intimacy and is ideally done straight after the icebreaker/goals.



Top thanks to one person in the room – give examples and link to our Aventus Way. E.g. “I want to praise Adam for finding a better way with the leasing team last month on restructuring the team and persisting on improving the HOA and TIF process.”



4. Results

Create context for the day, transparency and a reminder on “know your numbers.”



At each of our high focus days with Brett...he always kicks off the day with going around the room and asking for “your results and numbers”. Either individually or via the facilitator/manager, ask your team for an update on their KPIs or other measurable results from their Trello boards to show how the department or the company is tracking, whether we are ahead or behind, leading to transparency for everyone.



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5. Start, Stop, Keep

Flushes out new ideas and frustrations can be shared, aired and solved.



Before the day, ask your team to prepare one answer to what we should start doing, stop doing and keep doing and bring along ready to share on the day. We do in this order to have something positive, negative, then positive. Best to use large post-it notes on the wall for transparency.



6. One Question

Fosters curiosity and bonds your team.



At the end of the day – “One Question” is a BBRC tradition and we need to get back into this rhythm. We love learning and value curiosity and some great ideas will arise from this section. Tell your team all questions are welcome even if they feel they are silly or obvious. 3 years ago a team member asked...” why don’t we email invoices” in this One Question and 6 months later we stopped mailing 500 invoices a month!



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7. Feedback

Gain feedback on how to improve the workshop and what your team learnt and most importantly will implement.



Before they leave the room ask your team verbalise what they liked and what they didn't of the day. A simple verbal close from each delegate can materially affect the positive recollection of the days overall experience and you can gain valuable feedback on the on what you should Start, Stop, Keep for next time!



Sample Icebreakers

Icebreakers – some examples

- 1• Draw a picture on a t-shirt that explains who you are.
- 2• List 3 things about you. 2 which are true and 1 which isn't. Team to guess which isn't true.
- 3• List three things that bring you energy. List three things that drain your energy.
- 4• Describe a time you felt pushed to your limit.
- 5• Name something that happened in the last 90 days that you are proud of.
- 6• Tell us one thing that we don't know about you.
- 7• When you were a child, what did you want to be when you grew up? What did your parents want you to be?

