

Sample Session: Team Canvas

Type:	Workshop
Style:	onsite (can also be adapted to online)
Duration:	1 day with follow-up workshops
No. of participants:	6-12 (one team with good basis of trust & psychological safety)

Agenda:

Check-in
Rules of Engagement
Personal Values & Values Poker
Team Purpose
Team Values
Team Behaviors
Priorities for Next Months
Recap & Now What?
Check-out

Participants will receive a PDF package with any relevant material & photos as documentation.

The following pages show the more detailed session plan.

Two quotes to remember:

One, 'A plan that cannot be changed is bad.' ~ Publilius Syrus

Two, 'Plans are nothing, planning is everything.' ~ Dwight D. Eisenhower

Sample Session_Team Canvas



1 day
 F2F - can also be done virtually
 Small team

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
00:00 0	Pre-Work / Come prepared to our session!	<p>1:</p> <p>Using either ChatGPT (if you have an account) or the free version of Copilot on Bing, enter the following prompt: How can the letters in the name "X" symbolize a XX framework? (Replace X by your first name in capital letters, example: How can the letters in the name "SUSANNE" symbolize a XX framework?) Surprise yourself with what may come up. :-) Copy/paste the results into an A4 document, print it off and bring it to our offsite / example attached</p> <p>2:</p> <p>Based on your above framework, write down verbs and nouns that appeal most to you on sticky notes. One word per sticky note</p> <p>3:</p> <p>Be prepared to share your own priorities for your scope of work as well as the priorities you see the team needs to address over the next 6 months.</p>	<p>Please note:</p> <p>This sample session does not include details on length & time for the individual parts.</p> <p>Also, any reference to the client or specific team has been deleted. The examples given below do not belong to the client but are examples to showcase.</p> <p>Objective:</p> <p>Participants already receive information upfront about the workshop.</p> <p>They start preparing and reflecting on the topic.</p> <p>Creating curiosity.</p>
00:00 0	Welcome & Agenda	<p>Welcome by Manager</p> <p>Agenda for the Day (Susanne): Overview & Breaks, Safety Instructions, How to navigate the space</p>	<p>Objective:</p> <p>Feeling of an appreciated and warm Welcome</p> <p>Clarity on how best to manoeuvre through space & time.</p> <p>Make participants understand that this is part 1 of the team's journey to create a team charter.</p> <p>Material for workshop:</p> <ul style="list-style-type: none"> • Sticky notes • Sharpies • Flipchart paper • Whiteboards • 1x Texture cards (S) • 5x Values cards (S) • Team Canvas
00:00 0	Check-in using Texture Cards	<p>Pick 2 cards:</p> <ul style="list-style-type: none"> • How do you feel right now - which cards resonates most with you right now? • How do I want to feel at the end of the day - which card do you wish to resonate with this afternoon? (add a few words on the 2nd question to a sticky note) <p>Pull all the cards to Question #2 incl. sticky notes & names to a wall</p>	<p>Objective:</p> <p>Everyone's voice is in the room.</p> <p>We tap into our emotional brain (elephant) instead of our rational brain (rider).</p> <p>We become aware of our wishes and needs for the day from everyone.</p> <p>We can be leading with intent throughout the day.</p>
00:00 0	Rules of Engagement / Walls	<p>Rules of Engagement:</p> <ul style="list-style-type: none"> • Listen to understand. Share to learn. • Be present. Be there for each other. • Agree to disagree. • Be respectful of our time & energies. • anything else...? (example: Las Vegas rule: What happens in Las Vegas, stays in Las Vegas) <p>Introduce:</p> <ul style="list-style-type: none"> • Tada-Wall: For all the small notes of appreciation • Parking lot: For all the ideas and topics that we should address but which do not find enough space here & today 	<p>Objective:</p> <p>Alignment on ways of collaborating.</p> <p>Creating safe space.</p> <p>Have common understanding of what we want to see as behavior and what we would call out if being breached.</p>

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
00:00 0	Values poker using Values Cards	<p>Define our individual values. Getting to know each other. Make the connection over what is important to me personally.</p> <p>When finished:</p> <p>Take pictures of each with their set of values > to collect later for the documentation</p>	<p>Objective:</p> <p>Starting with the Self: What is important to me? How do I want to define my values.</p> <p>Being self-reflective first on my own needs and wishes.</p> <p>Getting to know my team members better.</p>
00:00 0	Break		
00:00 0	Pre-work: Your name & XX framework	<p>Everyone briefly present what the name stands for. Keep it highlevel, not too many details.</p> <p>Susanne: Present Jar for paper slips or sticky notes (from pre-work) Collect the slips from everyone</p>	<p>Objective:</p> <p>Link from Pre-work into workshop.</p> <p>Fun insights on AI and results.</p> <p>Make use of insights for purpose exercise through Purpose Jar.</p>
00:00 0	Team Purpose using The Purpose Jar	<p>Why do we exist?</p> <p>Every company has a purpose but at the same time also the team should have its purpose. It can be the same but it can also be different (but adding to the overall purpose)</p> <p>What is our mission or purpose?</p> <p>Exemplary formula:</p> <p>Our team (how/what we do) to/of (specific audience) so that (intended impact).</p> <p>The Purpose Jar:</p> <p>Draw sticky notes to add or discard to the purpose. What can we take out from there for our purpose?</p> <p>The Purpose Jar is meant to be an inspiration.</p>	<p>Objective:</p> <p>Create clarity and alignment as a team on:</p> <p>Which impact do you want to create?</p> <p>What is our job?</p> <p>Who do we work for?</p>
00:00 0	Lunch		
00:00 0	Brief Energizer		<p>Objective:</p> <p>Bring energies back up.</p> <p>Run energizer that has a link to the topic of the session.</p>
00:00 0	Team Values using the Values Cards	<p>Guidelines to achieve our purpose.</p> <p>What Values do you want to set for the team?</p> <p>(reference the purpose, the individual values as well as the company values)</p> <p>Go back to values cards. Each pick 4 that resonate most with them for the team.</p> <p>Share.</p> <p>Cluster duplicates.</p> <p>Discuss the others.</p> <p>Vote.</p>	<p>Objective:</p> <p>Aligning on the core values for the team.</p> <p>Understanding of the most important things for us.</p> <p>Joint support and buy-in for the team.</p>
00:00 0	Break		
00:00 0	Team Behaviors using Brainstorming/Clustering	<p>What behaviors do we reward and punish?</p> <p>Culture is the behavior you reward and punish. Values are useless if there aren't brought to life through everyday actions.</p> <p>What behaviors do we reward? What behaviors do we punish?</p> <p>Meaning:</p> <p>What behaviors will lead to our values?</p> <p>What will we see and hear us do in order to be XYZ?</p>	<p>Objectives:</p> <p>Understanding of how we want to work.</p> <p>Clarity on desired behaviors and ways to collaborate.</p> <p>Joint support and buy-in for the team.</p>

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
00:00 0	Priorities - Where do we want to make an impact?	<p>Over the coming 6 months (or defined time period): What are our priorities as a Comms team? What do we need to get done? What do we WANT to get done? Is there a gap in between need & want? What do we say Yes to? What do we No to instead?</p> <p>Collect priorities from everyone and their scope of work. Collect priorities for the team.</p> <p>Discuss, align, share.</p>	<p>Objective: Clarity of team of team priorities as well as individual priorities to support and ask for help/offer help Alignment of team that not only are we doing the things right (behaviors) but also doing the right things (priorities)</p>
00:00 0	Next steps using Think & Write	<p>Reminder: Walk-through the day with the items that were all addressed and worked on. Outlook: Follow-up sessions (how will we continue from here), post-work etc.</p> <p>Guiding question: What do I commit to do?</p> <p>Each share.....</p>	<p>Objective: Creating personal accountability Creating clarity for each other how everyone will contribute</p>
00:00 0	Check-out	<p>Review your card and statement from this morning. On a scale from 1-5, how close are you (1 very far off, 5 on the spot)?</p> <p>Rose: What did I like? Bud: What has the potential to flourish? Thorn: What hurt/did I dislike? Collect on Board.</p>	<p>Objective: Bridge back to beginning. Get insights again on the emotional part of the brain (elephant) versus the rational (rider). Get feedback on how they liked the session and what to focus on and improve next.</p>
00:00 0	Post-Work / Bridge to next session	<p>Send documentation to participants. Align on debriefing call with leader. Depending on next steps and time for next session: Follow-up with exercise, article, podcast, video</p>	<p>Objective: Alignment with leader on next steps and any other needs. Bridge to next session so that this is not a stand-alone. Create clarity on accountability for team and each member.</p>

00:00

TOTAL LENGTH: 0m