

# 6 TeamPlays in one deck

Select 2-3 cards from each column that will best address the TeamPlay statement. Incorporate the actions on the cards into your team's work practices right away. Scan the QR code for more info and resources.



## TeamPlay 1

### TIME TO FOCUS

***We are having trouble dealing with constant interruptions and the 'always on' syndrome***

#### STRATEGY CARDS

- 07 Use a 'Safe place' token
- 09 Feedback on digital work habits
- 12 Digital leadership – like, listen, respond
- 24 Collaboration touchpoint workshop
- 25 Operating charter
- 33 Leverage tool champions
- 34 Short videos on business practices
- 35 Manage proliferation of spaces
- 43 Where should the team post?
- 46 Collaboration diagnostic

#### PRACTICE CARDS

- 29 Share details of how you like to work
- 33 Keep digital teams small
- 36 Use threads for a meeting
- 40 Team user manual
- 42 Separate space for each deliverable
- 44 Spend a week in channels/threads
- 57 Replace status updates with threads
- 58 What if the meeting didn't happen
- 62 Pre-record presentations
- 64 Save live meetings for creation

## TeamPlay 2

### TIME FOR FEWER MEETINGS

***You and your team want better meetings that are efficient and effective***

#### STRATEGY CARDS

- 02 Collaboration Constitution
- 09 Track good digital habits
- 16 Good posting practice
- 17 Invite those outside your workgroup
- 24 Collaboration touchpoint workshop
- 41 Bring in fresh thinking
- 43 Where should the team post?
- 46 Collaboration diagnostic
- 51 Identify KPIs

#### PRACTICE CARDS

- 31 Problems and ideas thread
- 33 Keep digital teams small
- 36 Use threads for a meeting
- 43 Threads as continuous meeting spaces
- 44 Spend a week in channels/threads
- 56 Invite those impacted by the meeting
- 57 Replace status updates with threads
- 58 What if the meeting didn't happen?
- 59 Ask a team member to facilitate
- 60 Crowd-source the meeting agenda
- 62 Pre-record presentations
- 63 Build in time for small talk

## TeamPlay 3

### TIME TO BREAK OUT!

***You want to bust silos and increase connections in a hybrid or digital workplace***

#### STRATEGY CARDS

- 02 Collaboration Constitution
- 13 Run collaborative events
- 14 Avoid banning social groups
- 17 Invite those outside your workgroup
- 24 Collaboration touchpoint workshop
- 25 Operating charter
- 32 Use and advocate the tools
- 37 Followship
- 43 Where should the team post?
- 51 Identify KPIs

#### PRACTICE CARDS

- 03 @mentions
- 04 Ask a question
- 28 Write a post on something that failed
- 39 Invite guests
- 40 Team user manual
- 51 Crowd-source ideas outside the team
- 52 Shop-front poster
- 53 Customer journey mapping
- 54 Discuss digital vs in-situ
- 56 Invite those impacted by the meeting
- 60 Crowd-source the meeting agenda
- 63 Build in time for small talk

## TeamPlay 4

### TIME TO LEARN DIGITAL SKILLS

***You want better skills to be a leader in the digital and hybrid workplace***

#### STRATEGY CARDS

- 07 Use a 'Safe place' token
- 12 Digital leadership – like, listen, respond
- 13 Run collaborative events
- 18 Post and comment how you speak
- 21 Bring in low contributors
- 24 Collaboration touchpoint workshop
- 29 Starter's guide to what to use when
- 32 Use and advocate the tools
- 33 Leverage tool champions
- 37 Followship
- 41 Bring in fresh thinking
- 46 Collaboration diagnostic

#### PRACTICE CARDS

- 03 @mentions
- 04 Ask a question
- 17 Post a video
- 29 Share details of how you like to work
- 32 Know who is in the team
- 33 Keep digital teams small
- 36 Use threads for a meeting
- 42 Separate space for each deliverable
- 45 Define team rituals
- 49 Run training on needs, not tools
- 59 Ask a team member to facilitate
- 64 Save live meetings for creation

## TeamPlay 5

### TIME TO GO TO THE NEXT LEVEL

***You want to have a team that is empowered to solve problems and comes up with new ideas***

#### STRATEGY CARDS

- 07 Use a 'Safe place' token
- 13 Run collaborative events
- 14 Avoid banning social groups
- 16 Good posting practice
- 17 Invite those outside your workgroup
- 18 Post and comment how you speak
- 24 Collaboration touchpoint workshop
- 33 Leverage tool champions
- 34 Short videos on business practices
- 37 Followship

#### PRACTICE CARDS

- 03 @mentions
- 04 Ask a question
- 17 Post a video
- 28 Write a post on something that failed
- 31 Problem and ideas thread
- 39 Invite guests
- 40 Team user manual
- 51 Crowd-source ideas outside the team
- 52 Shop-front poster
- 53 Customer journey mapping
- 60 Crowd-source the meeting agenda

## TeamPlay 6

### TIME TO ♥ YOUR WORK

***You want to build a hybrid working model that gives flexibility around where AND when you work***

#### STRATEGY CARDS

- 02 Collaboration Constitution
- 07 Use a 'Safe place' token
- 12 Digital leadership – like, listen, respond
- 14 Avoid banning social groups
- 18 Post and comment how you speak
- 21 Bring in low contributors
- 24 Collaboration touchpoint workshop
- 25 Operating charter
- 29 Starter's guide to what to use when
- 41 Bring in fresh thinking
- 51 Identify KPIs

#### PRACTICE CARDS

- 29 Share details of how you like to work
- 32 Know who is in the team
- 33 Keep digital teams small
- 40 Team user manual
- 42 Separate space for each deliverable
- 43 Threads as continuous meeting spaces
- 44 Spend a week in channels/threads
- 45 Define team rituals
- 49 Run training on needs, not tools
- 54 Discuss digital vs in-situ
- 57 Replace status updates with threads
- 64 Save live meetings for creation

## Variations

Identify any other obstacles to effective digital teamworking or collaboration you might have. Choose cards from the pack that will address them. Put the actions into practice immediately.

Try distributing the cards across your team to see which ones resonate. As a team, select three cards from the '6 TeamPlays' deck which you can collectively put into action immediately.