

DO'S & DON'TS For a Successful Team Day

When your hybrid team gets together,
it's important to get it right.

Team Days play a critical role in team-building and can deliver significant returns in productivity, creativity and wellness over the longer term.

DO'S



Get everyone talking within 5 minutes.

Ensure that everyone has equal voice time.



Provide tools to encourage good listening and engagement.



Make it serious fun.



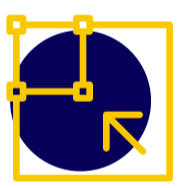
Get tangible outcomes.



Use your own office space. Make it comfortable with room to move around.



Help people raise issues safely - use canvases, cards, rankings etc.



Follow up with meaningful action.



Allow for commutes - start later and finish earlier.



Ensure every team member interacts with every other team member - at least once.



DON'TS

Use presentations - people are tired of screens.

Allow the dominant and extroverted to take over.

Make it hybrid. Everyone must be in the room.

Focus only on fun. People need to feel the day is important with meaningful outcomes.

Focus only on work. This is an opportunity to build personal relationships.

Use an external venue, small or enclosed space.

Give them a blank page. People feel safer to raise issues if the words are there.

End the day without clear follow up actions allocated to every team member.

Spring it on the team. People need time to make arrangements to be there.

Bring in a guest speaker - people want to hear from each other.

BECAUSE A GOOD COFFEE MACHINE IS NO LONGER AN INCENTIVE TO COME TO THE OFFICE. A GOOD CONVERSATION IS!