

Workshop One - Team Culture

When delivering change and optimising delivery, it's important to have a strong team culture. In a remote working environment, it's even more important to get the team culture right as this will provide foundations are resilience. To address your team culture, you may want to use a tool such as the Team Canvas.

What is a Team Canvas?

A Team Canvas is a design thinking tool, designed to help teams design and evolve their ways of working collaboratively.

A Team Canvas should answer the question 'How do we want to work as a team?'.

Why do we create a team canvas?

Developing a team canvas helps teams to organise themselves and get on the same page. It can help resolve conflict and build a productive culture of shared values and robust working practices. It helps us revise the way we work, how we respect each other and adapt our working practices as a team.

Key components of a team canvas

VALUES	GOALS	PURPOSE	RULES & ACTIVITIES	PEOPLE & RULES
Values refer to the core values you share as a team.	Goals refer to the goals that the team has as one entity, as well as for ourselves as individuals. What do we want to learn, and how can we learn?	Purpose refers to the overall purpose of the team. What value do you deliver to your organisation and what is the why behind your goals?	Rules and activities refer to the practices the team want to see implemented in order to change their ways of working.	People and roles refers to the roles and skills each team member has and what each team member brings to the table.

Step by step guidance

What will I need?

- A whiteboard or large sheet of paper. If doing this remotely, an interactive whiteboard (Miro and Mural are good options but you can use the whiteboard on Zoom our even a Google doc)
- A team canvas (below) to guide you
- If you are doing this remotely, Video conferencing software, Zoom works well
- A device with a timer - the stopwatch on your phone should be enough

Examples:

- Increase team efficiency to create capacity for value add tasks and training
- Promote our department's services to the wider university community

Values (10 minute breakout)

Ask the team what are their core values - the most important principles - that they want to share within the team. Questions for the group:

- What do we stand for?
- What are our guiding principles?
- What are the common values that we want to be at the core of our team?

The team should agree on values, so everyone accepts the final set.

Examples:

- Trust
- Creativity
- Quality
- Transparency
- Mutual understanding
- Equality
- Respect

Purpose (10 minute breakout)

Ask the team to go one step beyond their common goal and ask them why they do what they do.

Questions for the group:

- Why are we doing what we are doing in the first place?
- What is something more important, which makes us pursue our common goal?

Examples:

- Create a positive impact on people's lives through social innovation
- Make people's life easier and stress-free through internet of things innovation

Rules and Activities (10 minute breakout)

Ask the team to think about their ideas on team rules and activities. Think of this as of outcome of the previous sections: a concrete set of rules and activities they want to implement.

Questions for the group:

- What are the rules we want to introduce after doing this session?
- How do we communicate and keep everyone up to date?
- How do we make decisions?
- How do we execute and evaluate what we do?

You can get the team to vote on their top 3 activities and invite them to think about the ways that they can implement them.

Examples:

- Keeping things within group confidential
- Weekly status updates
- Communication over MS Teams & Zoom for calls
- Dinners together every second week (Max as organizer)
- Workday: starting from 9 to 10, meetings start at 10
- Keeping workday to 8 hours, except when it's needed to shorten it a bit towards more