



# AGILE TEAM LEADERSHIP WORKSHOP

Version 1.0



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# INTRODUCTION

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This document is prepared for licensed Management 3.0 Facilitators, prospects, and attendees of the Management 3.0 Agile Team Leadership Workshop.


The document outlines the expected outcomes of a standard Management 3.0 Agile Team Leadership Workshop. As an organization, Management 3.0 aims for all attendees, all over the world, to experience the same learning outcomes, modules, and practices regardless of which licensed Facilitator conducts the workshop. However, licensed Facilitators are allowed to customize the learning experience within the guidelines described in this document.

Additionally, the document describes the recommended agenda, minimal number of hours, and additional relevant information.

For more information on the Management 3.0 Agile Team Leadership Workshop, please visit [www.management30.com/agile-team](http://www.management30.com/agile-team)

– The Management 3.0 Team

# SUMMARY

<b>Duration</b>	8 hours
<b>Prerequisite</b>	This workshop is intended as a follow-up after the Management 3.0 Foundation Workshop or the discontinued Management 3.0 Fundamentals Workshop.
<b>Maximum attendees</b>	20
<b>Delivery</b>	In-person or live online
<b>Certificate for attending all sessions</b>	
<b>Modules covered</b>	<p>Teams</p> <p>Individuals and Interactions</p> <p>Better Feedback</p> <p>Worker Happiness</p>
<b>Practices introduced</b>	<p>Diversity Index</p> <p>Team Decision Matrix</p> <p>12 Steps to Happiness</p> <p>Personal Maps</p> <p>360° Feedback Dinner</p> <p>Feedback Wrap</p> <p>Kudo Cards</p> <p>Niko-Niko Calendar</p> <p>Happiness Door</p>

*The Management 3.0 Agile Team Leadership Workshop is one out of four official follow-up workshops. The aim of these workshops is to gain new perspectives and tools to broaden your impact in your organization, to support the Agile transformation as a leader and change agent. For a holistic learning experience also attend these workshops: Agile People Leadership, Agile Co-Creation Leadership, Agile Change Leadership*

# LEARNING OUTCOMES

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## **Lead and grow self-organized agile teams to high-performing teams – with the Management 3.0 mindset and tangible tools.**

What does it take to build a high-performing team? With this workshop, which is a follow-up to the Management 3.0 Foundation workshop, you will be enabled to better serve your team as a leader, set up the right conditions for self-organization, and foster growth for both the team members and the team as a whole.

You will be introduced to a wide range of hands-on tools and practices to experiment with your team: You will get to know the Team Decision Matrix for fostering team decision-making and techniques for giving and receiving better feedback based on trust, a crucial building block of high-performing teams. Furthermore, you will develop a plan to create more fun within your team - to make happiness at work the norm and not the exception.

Modules covered in this workshop are:

- Teams
- Individuals and Interactions
- Better Feedback
- Worker Happiness

After active participation in all sessions, at the end of this workshop you will be able to:

- Describe what sets high-performing teams apart and how you as a leader can actively influence creating a self-organized, high-performing team yourself
- Plan activities and practices to achieve more closeness within your team and across teams
- Set up a healthy feedback culture based on openness and transparency within your team
- Implement a system to support more happiness in your team to boost performance and productivity

# TEAMS

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## What will you learn?

- Understand why teams are becoming the building blocks of modern organizations.
- The definition of a team: Consider them part of the team, need each other, common goals, responsible together.
- The optimal size for a work team.
- The definition of team diversity and how it can support a team.
- The pros and cons of diversity in a team, and how to support diversity.
- The six key components for successful teams: conflicts, clarity, trust, impact, reliability and results.
- Understand the five team decision models: one, majority, some, all and random.
- Understand how managers or leaders can support a team in becoming self-organizing by using the Team Decision Matrix and Team Decision Cards.

## What will we discuss?

- What is in your experience the definition of a great team and have you experienced this yourself?
- How do you measure the performance of a team and how does this relate to individual performance?
- How much self-organization and self-steering is possible for a team within an organization, what is needed to achieve 100% self-organization?

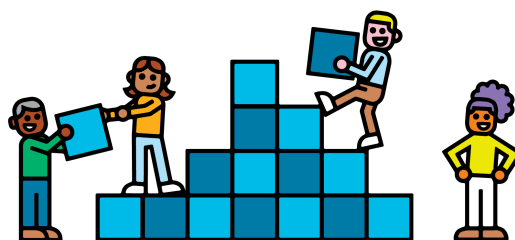
## Which practices will you experience or learn about?

### Diversity Index

The Diversity Index can help your team and organization acquire insight into how high the current diversity level is. It is the start of creating awareness of how important diversity is.

### Team Decision Matrix

The Team Decision Matrix helps you and your team know when to use which decision method. A tool for managers and leaders to support teams in becoming really self-organizing.



# INDIVIDUALS AND INTERACTIONS

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## What will you learn?

- Organizations are, in the end, all about people, and the relationships between people.
- A definition of diversity, different components that make up diversity.
- The advantages of diversity: prevent group thinking, support of creativity and innovation, estimations.
- The importance of creating connections between people as manager or leader.
- The difference between boundaries within a team and across teams.
- Activities and practices to achieve more closeness within boundaries and achieve understanding across boundaries.
- How to use Personal Maps to grow connections between team members and teams.

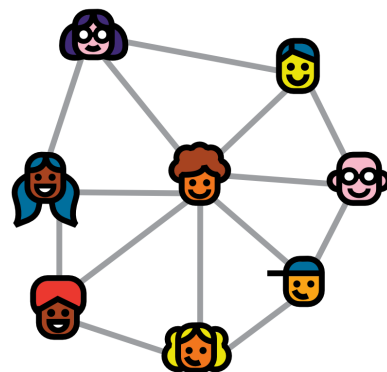
## What will we discuss?

- Which practices stifle diversity and which encourage diversity in your organization.
- How can you create a system where people can grow relationships between individuals, and increase interaction, without direct involvement of managers and leaders?
- How can you grow trust between people in an organization?

## Which practices will you experience or learn about?

### Personal Maps

How well do you know your colleagues? Find out what makes each other tick by creating a Personal Map and understand how this will help you to achieve closeness in a team.





# BETTER FEEDBACK

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## What will you learn?

- Reasons why feedback is important: keeps team going, sense of belonging and purpose, increases growth and happiness, unlocks change and innovation, prevents team getting stuck.
  - Why the feedback sandwich should not be used when giving feedback.
  - Understand the five ingredients of the Feedback Wrap and how to use it:
- Describe context, List Observations, Express Feelings, Explain Value, Offer Suggestions.
- How can Kudo Cards and Kudo Walls help you to implement a culture of giving feedback.
  - How to set up and use the 360° Feedback Dinner practice.
  - Understand the power of something just saying: Thank you!

## What will we discuss?

- How does the culture in an organization affect giving and receiving feedback?
- Why is it so hard sometimes to give feedback?
- How do you support co-workers in creating an organization where it is normal to give feedback?

## Which practices will you experience or learn about?

### Feedback Wrap

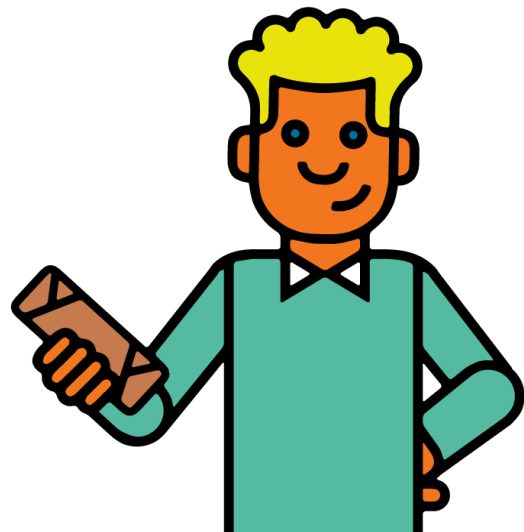
Give actionable feedback, the kind that leads to positive, self-motivated action and not disgruntled teammates.

### Kudo Cards

How can Kudo Cards support your organization in giving feedback to each other?

### 360° Feedback Dinner

A shortcut to the standardized 360° Feedback: Invite your team to a nice dinner. During the meal you give each other feedback.



# WORKER HAPPINESS

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## What will you learn?

- The difference between engaged workers and happy workers. What happens when a worker is engaged but not happy, and what will happen if a worker is happy but not engaged?
  - In a Management 3.0 system we believe that happy workers achieve more in the end.
  - The 12 Steps to Happiness: Thank, Exercise, Meditate, Give, Rest, Socialize, Help, Experience, Aim, Eat
- Well, Hike and Smile. Be able to explain the different steps.
- At least one activity for every step that you can implement to support happiness in an organization.
  - How to set up a system related to the 12 Steps to Happiness, to allow people to manage themselves.
  - At least two tools to measure the happiness of co-workers.

## What will we discuss?

- How can you create a system where worker happiness is a responsibility of everyone?
- Does success lead to happiness or happiness to success?
- How can you measure happiness?

## Which practices will you experience or learn about?

### 12 Steps to Happiness

What leads to a happy life? What are the various ways to be happy? Happiness means different things to each of us but you can condense it to twelve easy steps to follow.

### Niko-Niko Calendar

How to set up a Niko-Niko Calendar and how to use it in your organization.

### Happiness Door

How to set up a Happiness Door and when to use it in your organization.

