

Management Teamwork Retreat Detail Outline

1. Purpose and Expectation of the Retreat (15 min) – MARK
2. Getting To Know Each Other; Benefits of Teamwork (1 hr 45 min)
 - (Letter Puzzle) See things from a different perspective. **PURPOSE:** See teamwork in a new light, see each other in a new light, look at communications differently, and see the vision of the organization in a new light. Build spirit, build knowledge, build skills.
 - Agenda overview: today – tomorrow. More you speak up the better. Safe environment. It's your two days! Sampling ideas and techniques.
 - Scavenger Hunt throughout the day – Looking for transforming phrases.
 - Introductions – name, main responsibility, one strength of this the management team – one thing you do well.
 - Uses of a tub (singly, partners, teams). Geese story and visual.
 - Sentence completion – one of the best things about teamwork is . . . One of the difficulties with teamwork is . . . (getting along with others)
3. Discovering Communication Styles with DISC (1 hr 30 min)
 - **DiSC cards exercise. Negotiate to get the strongest cards for you.** Keep trading until you really like all 4 cards. (In regular team units) What colors do you have? – How many of each? What cards did you turn down?– 30 min
 - **Filling out DiSC – 30 min STAY in YOUR TEAM**
 - Personal Profile—help understand self, in a *specific* environment. Also learn *differences* of others and what *they* need for maximum productivity and teamwork.
 - Not a test! Can NOT pass or fail. There are no repercussions for anything you mark on this form. It doesn't go into your record.
 - Adapting your behavior (flexing) to do your job and solve problems more quickly.
 - Page 2
 1. With a coin scratch the Most and Least likely in each group of words – while you think about how you act in this work environment. Answer “How do I see myself at work”. Select only one in MOST, and one in LEAST.
 2. Count symbols; record in Tally Box on page 5

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3. Put difference numbers from Tally Box into Graphs III
 4. Identify the segment numbers; find the classical pattern.
 - In your team, discuss your results. Mark your team numbers on page 7. See the balance of DISC behavior styles in your team.
 - Not the end; just the beginning. Will build over time. I'm OK, you're OK
 - Compare DiSC to color of cards
 - **Interpretation:** Group by letter: DiSC – get a colored sticker. See the balance as an entire unit.
 - What does it mean to be a D, I, S C? PowerPoint of 4 styles. What do you do with this info? FLEX. React and communicate the way the *other* person needs – everyone flexes. Tina Turner – copier vs printer. “C” officer worker told “anything and everything you do is just wonderful” Thank you I needed that. – Robin lunch, No just appreciated is enough.
 - **Collect and count all cards!!!! 126 in all.**
 4. Listening & Questions as a Management Technique (30 min)
 - Communicating is the key to successful teamwork. Instead of *telling*, find ways to get the other person to “*discover*” the idea. Two phases – get info – Let them come up with solutions!
 - Tallying scavenger hunt numbers --
 - Three magical phrases – See how many times you can say the phrase in 60 seconds. (Prize)
 - How to get people to motivated, empowered, have ownership through questions Turn everything you want someone to do, into a question that will lead them to take ownership, responsibility, empowerment. (Exercise)
 - “What is a reasonable time?”
- LUNCH (45 min)**
- Sit only with your letter. See how it feels to have only one type of behavior style.*
5. The Power of A Vision (30 min)
 - Organizational Indifference – Unified Entrepreneurial Spirit scale
 - Implications
 - SharedVision

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6. Creating a Vision (2 hr 45 min)

- Match the “vision” game – in teams
- Mind-mapping the vision
- The hope exercise (“all our graduates are potential hall of famers”)

7. Session **Evaluation** – Next Day’s Goals (15 min)

DAY TWO

1. Introduce Day 2 – Sit in a different place, by somebody new to you.

- Share Little Known Interesting Fact (45 min)
- What were your thoughts and feelings from yesterday

2. Creating a Vision (2 hr 45 min)

- Affinity Diagram
- Pulling It All Together – Something simple, embraceable, memorable, actionable

LUNCH (45 min)

3. Interactive Communication Skills (2 hr 15 min)

- Record exercise. Usual team: “Identify ways to ensure equal application of zero tolerance.” Or “Ways to have student government take a more active role in the Center.”
- Introduce interactive skills
- Flash card exercise – getting to know the skills
- Listen to taped session: tick types of verbal communications
- Discuss as group the findings (prizes)

4. Ladder of Inference-- Staying Grounded (1 hr 30 min)

- Record right hand side of conversations
- Introduce ladder / circle; beliefs, values, inferneces
- Record left hand side

5. Next Steps – Fun Surprises – Session Evaluation (30 min)