

# Team Kickoff Road Map (multi-meeting)

This document provides a framework for a comprehensive team building process to take place over a 4-5 week period. To build relationships in the early stage of team development, it's preferable to bring teams together in person as often as possible. However, in our world, this is often difficult –given people's schedules, locations, and possible expenses. Sometimes, it may not be possible. This framework provides an option for team leaders whose teams are very geographically dispersed -- all of the meetings can be held virtually using web conferencing. Refer to the **Meeting Management Techniques Quick Guide** for information about how to run an effective (virtual) meeting.

Since this process requires a significant time investment, it's recommended that you consult with your supervisor to get appropriate management consent before initiating this process.

It's also recommended that you partner with your HR Manager to plan and customize the overall approach, agenda/materials, and to co-facilitate this process. The suggested outline that follows is not meant to prescribe or dictate how you build your team; it's simply a structure that has been found to work well. Keep in mind that every situation is a little different, and will require a measure of judgment on your part as the leader. Don't be afraid to deviate from this outline to best serve the needs of your team and situation.

## Week 1: Meeting #1 – Welcome, Overview of Team Building Process & Member Introductions 1-2 hours

Agenda/Topic	Description	Resources/Materials	Time Estimates
Welcome	Kick off the session by expressing excitement about the future, providing insight about the business and why it's so important to focus right now on building a strong team. Review the objectives for the team building process.	PowerPoint slides and facilitator notes	5–10 min
Introductions – Get to Know You Activity	Lead activity to help team members build relationships and get to know each other on a personal level. This will help provide a good “warm up” for the meeting, particularly if you're able to encourage humor, and establish a light and fun tone from the start.  Note: The length of this activity will depend on the size of the group, as well as how much time you want to devote to this on the agenda. You may be tempted to keep this segment short; however, recognize that when team members disclose personal information and learn about each other, it helps to build trust and a strong foundation for the team.	PowerPoint slides and facilitator notes  Use/Adapt an exercise from the <b>Effective Team Building Activities Guide</b>	45 min –1.5 hr.
Overview of Team Building Process	Provide an overview of the next 5 meetings and request that members complete the team survey in the upcoming week.	PowerPoint slide	5–10 min

### Administer Team Survey

Work with your HR Manager to determine the key questions you want to include in the team survey (suggested **New Leader/Team Kickoff Survey** questions), and work with HR to set up the survey on-line (this person will also keep the responses anonymous). Send the survey to team members, encouraging them to be open and descriptive in their responses, which will remain anonymous. Give team members no more than 1 week to complete the survey.

## Week 2: Meeting #2 – High Performing Teams and Stages of Team Development 1-1.5 hours

Welcome & Team Building Activity	Welcome the team to the 2nd meeting, providing a brief overview of what you'll do today. Lead a short team building activity designed to help members continue to get to know each other.	Use/Adapt an exercise from the <b>Effective Team Building Activities Guide</b>	15–30 min
High Performing Teams and the Stages of Team Development	Discuss the attributes of high performing teams. Provide the team with a clear and complete overview of the Stages of Team Development model. It's critical that everyone understands the stages. Encourage questions. Review the primary tasks that teams focus on to develop and accelerate performance; indicate that these are the tasks you're going to complete during the upcoming meetings.	PowerPoint slides and facilitator notes	30–45 min

### Review and summarize team survey results

Review the responses to the team survey. Think through how best to summarize the data and respond to comments. Also, identify any responses for which you need further clarification. Update the PowerPoint document with the summary of the aggregate data.

## Weeks 3 – 5 outlined in full version