

# Workshop: Building on a Positive Team Culture

Time for Strategy: 2024

## Objective:

To create an action plan that addresses recent team criticisms, aligns the team on shared values, and establishes a positive, productive team culture. The workshop uses the \*Stop-Start-Continue\* framework to develop actionable steps for positive change.

## Workshop Duration:

2 to 3 hours

## Materials Needed:

- ⇒ Flip charts or a whiteboard
- ⇒ Markers and sticky notes
- ⇒ Printed handouts with recent feedback summaries (anonymised if necessary)
- ⇒ A slide deck with key concepts
- ⇒ Sticky dots for prioritisation (optional)

## Agenda:

### 1. Introduction & Purpose (15 mins)

- Facilitator Welcome: Outline the purpose of the workshop as a constructive opportunity to build a positive team culture based on recent feedback.
- Objectives Review: Explain that the goal is to create a unified approach to team behaviours, aligned values, and a culture everyone feels proud of.
- Overview of Agenda & Ground Rules: Emphasise respect, active listening, and openness.

### 2. Reflecting on Feedback (15 mins)

- Present Key Feedback Themes: Share anonymised feedback or summarised key points that highlight areas of improvement within the team.
- Discuss: Invite participants to share initial thoughts or reactions (briefly, ensuring focus on solution-building rather than dwelling on past issues).

### 3. Clarifying Core Team Values (20 mins)

- Define Core Values: Introduce the idea of values as the guiding principles for team culture (e.g., respect, accountability, transparency).
- Group Activity: Split participants into small groups to brainstorm values they think should be central to the team's culture.
- Share & Align: Groups present back to the larger team, and a facilitator records agreed-upon core values.

### 4. Stop-Start-Continue Exercise (45 mins)

- Introduce the Framework: Explain \*Stop-Start-Continue\* and how it can help teams identify behaviours to stop, initiate, and maintain.
- Brainstorm in Small Groups:
  - **Stop:** What unproductive behaviours should we stop? (e.g., interrupting, being negative, or derailing meetings with off-topic conversations)
  - **Start:** What positive behaviours should we start to build a better culture? (e.g., active listening, checking in on workload, recognising achievements)
  - **Continue:** What beneficial behaviours should we continue? (e.g., supporting each other on difficult projects)
- Group Sharing & Discussion: Each group shares their lists with the larger team, and a facilitator records ideas on a shared board.
- Prioritise: Each participant places sticky dots next to the behaviours they think are most important to act on. Discuss the top-voted items.

### 5. Action Planning & Accountability (20 mins)

- Assign Actions: For each priority item, assign an owner or small group responsible for initiating the change.
- Define Success Metrics: Set clear metrics to measure success (e.g., "80% of team members feel listened to during meetings").
- Timeline: Decide on follow-up timelines (e.g., weekly check-ins or monthly progress reviews).

## 6. Closing & Next Steps (5 mins)

- **Recap Key Decisions:** Summarise the priority actions and agreed-upon values.
- **Commitment Pledge:** Ask each participant to make a personal commitment to one positive action they'll contribute to support team culture.
- **Follow-Up:** Outline how progress will be reviewed, and schedule the first check-in.

## Tips for Facilitators:

- Encourage everyone to participate, but ensure that dominant voices don't overshadow quieter participants.
- Emphasise that this is a \*positive, forward-focused session\* and avoid dwelling on specific past incidents.
- Use humour and positive reinforcement to keep the atmosphere constructive and energised.
- Wrap up on a high note by recognising everyone's contribution to fostering a better team culture.

## Outcome:

By the end of this workshop, the team will have a clear set of agreed-upon behaviours, aligned values, and an actionable plan for creating a more positive, respectful, and productive team culture.

## More information

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