

Rapid Teamwork

- MASTERCLASS -

MODULE 1 WORKBOOK



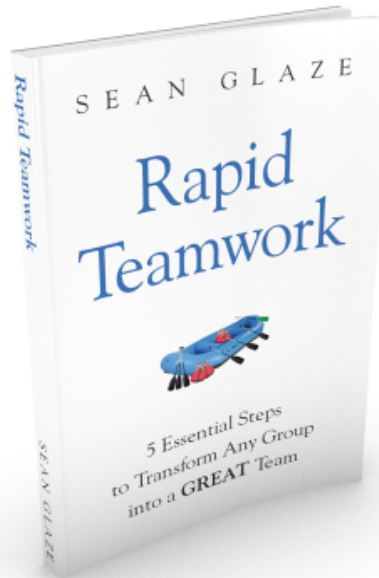
**A COMPREHENSIVE SYSTEM FOR TEAM LEADERS
WITH FIVE EASY ACTIONABLE STEPS TO
TRANSFORM INDIVIDUALS INTO A GREAT TEAM**

S E A N G L A Z E

Rapid Teamwork - MASTERCLASS -



**READY TO TRANSFORM
YOUR TEAM CULTURE?**



RAPID TEAMWORK MASTERCLASS

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GREAT RESULTS TEAMBUILDING**

SEAN@GREATRESULTSTEAMBUILDING.COM

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Rapid Teamwork

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Rapid Teamwork

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WELCOME!



This Masterclass is a step-by-step actionable system that will help you become a more focused, effective, and happier leader...

I know your time is valuable – so this playbook is a GREAT collection of activities, ideas, handouts, and tools designed to help YOU transform your group of individuals into a more cohesive and profitable high-performing team!

I'd love to hear from you as you continue your journey of development and influence.

Sean@greatreusltsteambuilding.com

Lead Your Team!

A handwritten signature in blue ink, appearing to read 'Sean Glaze'. The signature is stylized and fluid.

Sean Glaze

TEAMWORK

IS

The coordinated activities
of a cohesive group who
contribute diverse skills and
resources to accomplish a
compelling common goal.



Praise for Sean's LIVE PROGRAMS:

*"Thank you so much for facilitating our annual staff meeting! The Great Results Teambuilding event was better than we anticipated. Our people **laughed, participated, and encouraged each other** more at this event than any we've had in our long history of annual staff meetings."*

- Michele Lurvey, [Traverse Dental Associates](#)

*"It was an amazing experience for all involved, and we are still feeling that **sense of camaraderie** to this day! Thank you for a great event. Thanks for your sharing with us your expertise - The morale is still high!"*

- Sherry Crawford, [Wakeland High School](#)

*"I laughed so hard at times, my stomach hurt! The exercises were very creative and encouraged everyone to participate... it brought us together, in teams and as a whole, to come up with solutions or showed us why **communication and teamwork are critical** to success."*

- Nicole Stroupe, [Ivan Allen Workspace](#)

*"Sean facilitated a 3 hour team building workshop for my company's annual kick-off event. His personal experience as a coach and perspective on what makes teams great was inspiring. Plus, his variety of out-of-your-seat activities **kept my team active, engaged and smiling.**"*

- Kelly Clark, [Director of Marketing at MDI Group](#)



“The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime.”

- Babe Ruth



HOW TO FIX YOUR BROKEN TEAM CULTURE

**“THERE IS A HUGE
DIFFERENCE BETWEEN
HARD WORK AND
TEAMWORK”**

MODULE 1.1 - Why the Raft and Rapids?

My family and I took a trip together years ago.

Our children were still young, so while we wanted to go white-water rafting, they were not quite ready for anything crazy like the class 5 rapids found on the Ocoee River – so we scheduled a trip down the Nantahala, which was a bit less challenging and still offered a fun family experience...

We made the road trip to north Georgia and found the rafting company.

We met a terrific guide, and it was after we had already gone through the short training and been transported to the starting point further up the river that I began to recognize the experience as a workable and even a powerful metaphor for leading people and turning individuals into teams.

If you are leading a team, you are on a raft together.

Every team has a desired destination (goals).

Every team needs to learn the skills of its members (relationships).

Every team needs to understand acceptable behaviors (expectations).

Every team needs to have its people take ownership of results (accountability)

Every team needs to celebrate along the way (toasts)

And the truth is that every team experiences adversity – you will invariably go through your own version of class IV or class V rapids...

And it is your focus on the five ingredients of all successful teams that will determine the performance and effectiveness of your people in that adversity.

All GREAT teams have the same five things in common... and in this handbook you will find useful activities and insights that will help you to focus on strengthening the missing or weak elements to ensure that YOUR team is more successful!

In the picture below, you see me as a young basketball coach...

Not every author or speaker has experience in doing successfully what he or she seeks to teach to their clients. My background as a coach provided years of useful experiences – many of them failures and struggles – that led to my discovery of these five essential steps to building a successful team.

Now, it is my pleasure to share those hard-won insights with you – to help shorten your leadership journey and to save you from enduring the frustrations that I had to learn from as a young coach.

In the pages of this handbook you will find questions to answer, activities to work through, quotes to consider, and specific ideas you can implement to ensure that your people become a more engaged, connected and high-performing team.



Why This Program is Like... Deodorant?

The truth is that every one of the leaders and teammates that I have had the privilege of working with has been similar in one respect.

Regardless of how successful or how challenging their team's performance had been, most every person who has participated in my programs has brought with them a dangerous assumption.

They showed up and listened and participated and laughed and took notes, but in most every case those same people who were involved and active in the event were thinking the same thing.

No matter how good the information or application or insight, the **human tendency is to believe that an experience is terrific for the people around them.**

They would clap and explain how terrific the program was and how much it was needed by their coworkers. But not everyone saw the experience as vital to **THEIR OWN** improvement.

This handbook is like deodorant because most people think the person **NEXT** to them needs it more than they do!

SO – I invite you to **apply the activities to YOURSELF.**

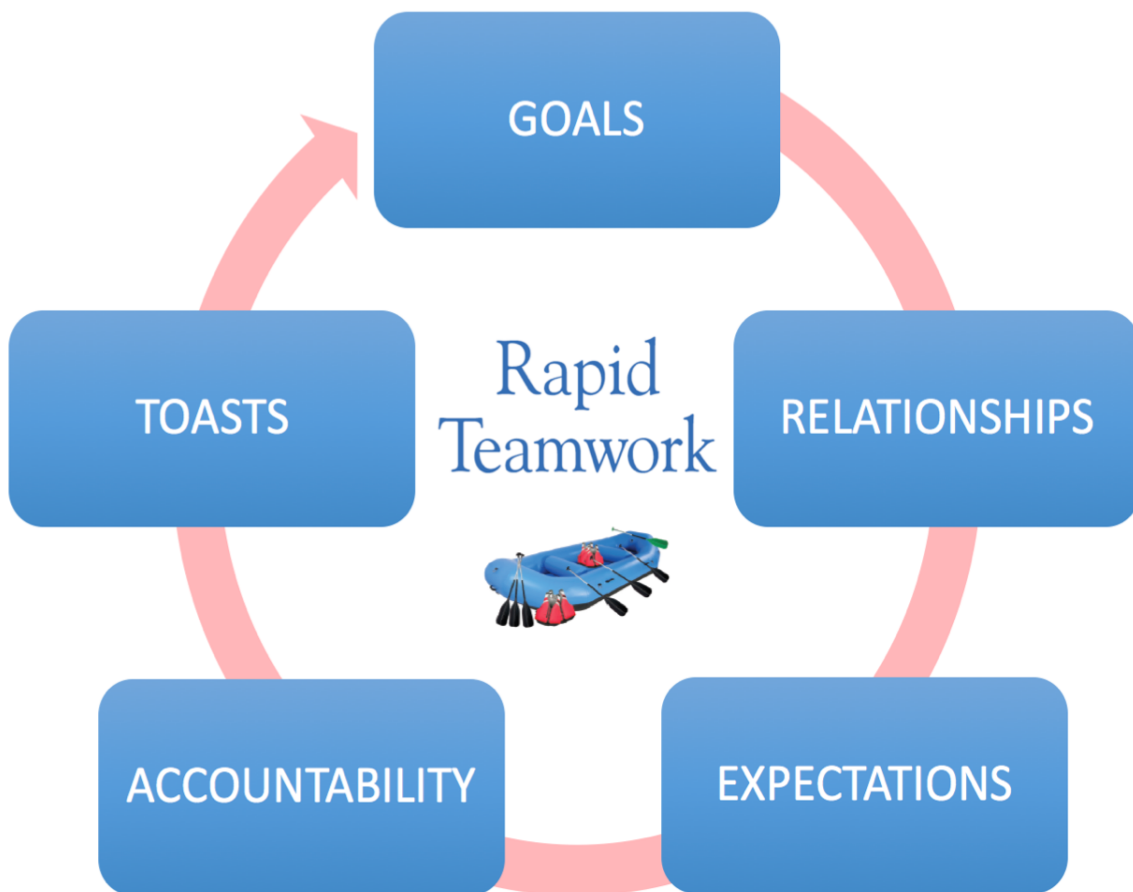
Your team will thank you.



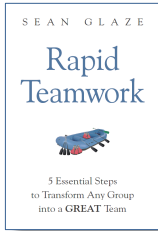
MODULE 1.2 - The Rapid Teamwork Model:

Below you see the Five-Step Process that you can follow to engage your team and improve their performance. It is important to give attention to and implement all five elements – but if you are particularly weak in one area, then be sure to spend a bit more time in that area...

Don't let your blind spot become the reason for your team's struggles.



Create a Culture of **RAPID TEAMWORK**



G – GOALS & GEAR

Define a compelling common purpose and necessary equipment

R – RAPPORT & RELATIONSHIPS

Create connections among teammates to improve cohesiveness

E – EXPECTATIONS & ENCOURAGEMENT

Clarify team roles and responsibilities and provide support

A – ACCOUNTABILITY & ADJUSTMENTS

Inspire ownership and initiative and be flexible with your strategy

T – TOASTS & TRANSFER

Recognize and applaud effort and ensure others continue growing



GRAB YOUR FREE TEAM RESOURCES AT: www.ToolboxStuff.com

MODULE 1.3 – A Leader’s Most Important Trait?

As a high school history teacher, I would share an example of an early periodical from 1711 with my students – it was a daily publication called The Spectator, written by Joseph Addison and Richard Steele.

In the article, Addison argues that “*the great Point of Honour in Men is Courage, and in Women Chastity...*”

And I would have a conversation with my classes – asking if any of them could think of an argument AGAINST that position.

It was always an entertaining discussion. There were usually comments and ideas disputing the 18th century perspective on women... but very rarely did anyone successfully dispute the author’s position on men.

Until I started studying leadership - And what I found was that – as a leader – **you can ONLY be courageous in addressing issues you are AWARE OF!**

Think about your specific background and the education that led you to this reality where you are now responsible for leading a group of people.

Your expertise is likely based on your chosen industry.

- As an administrator or principal, your expertise is likely an educational content area such as history or math...
- As a manager or vice president, your expertise is likely in economics or accounting or business...
- As a medical supervisor, your expertise is likely in dentistry or nursing or some area of medicine...

The point is that WHAT you studied was probably NOT leadership...

And yet the role you presently hold likely requires you to lead and manage a group of people – but that isn’t what you were trained for.

So – even though you are smart enough and successful enough to rise to a level of management, you may lack an AWARENESS of what to notice and how to address it to effectively engage your people and improve your team culture.

And AWARENESS is a leader’s most important trait!

Bob Knight, legendary basketball coach at Indiana University, once said that “Everybody who plays basketball looks, but very few players see.”

That is the same for you and me. There are thousands of things we look at each day, but our AWARENESS determines what we actually SEE.

But your awareness is the result of your experiences – and if you are not experienced as a team leader you can either make the mistakes that learning demands – or you can learn from someone who has had those experiences...

I share the following about team culture with all of my clients:

CULTURE IS SIMPLY THE SUM OF REPEATED BEHAVIORS...



AND BEHAVIORS ONLY CHANGE WHEN BELIEFS CHANGE...



AND BELIEFS ONLY CHANGE WHEN AWARENESS IMPROVES...



AND AWARENESS IS DEVELOPED THROUGH EXPERIENCES...

So if you want to improve your team culture, you **must begin by improving your awareness** – and that is what this course experience will provide you!

MODULE 1.4 – What’s Wrong with Your Team?

When you take a moment to review your team’s performance, keep in mind that every organization could be perceived as underachieving.

It isn’t your team alone that “could do better.”

Part of the anguish of many leaders is the recognition that **the talent you have on hand could perform at a higher level**, if only they worked together better.

In my experience, there are **five likely reasons your team is underachieving**:

1. They have not committed to a clear and unifying goal

Without a destination and a date to reach it, your people don’t know which direction to row in or how hard they need to work to get there!

The first and most important part of being successful is being specific with the goal you set. It should not only be specific, but should be challenging enough to inspire them to want to “raise the bar” and invest in doing something special.

2. They have not built strong enough relationships

This is the most overlooked part of any team’s development. People work harder for, and better with, those they care about – and you care more about those you know well enough to appreciate both their talents and faults.

You must provide time and opportunity for them to play and talk... and share more than just paperwork! Everything is based on relationships – and knowing the background and desires your people have helps to build rapport and motivate them. This is why team building events are valuable!

3. They have not been encouraged to fill the right role

It is frustrating to watch a toddler try to force a round peg into a square hole on his plastic workbench. But many leaders do the same thing out of convenience or custom – and not identifying clear expectations for everyone on your team can be disastrous.

Find ways to match your people with roles that fit their talents – then share encouragement on a consistent basis to build their confidence and trust.

4. They have not been held (or held others) accountable

When committed to a clear goal, your people will be more willing to have uncomfortable conversations and push each other to perform. But accountability is a process of measuring and publishing performance.

When you put a number on something, people invariably want to beat that number – and numbers do not lie. But when those numbers fall short, a good leader will address it and work with the team member to support their improvement. Sean offers [Custom Team Workshops](#) that focus on addressing the most common team issues. Neglecting to have these difficult meetings only undermines the culture of success you want to create.

5. They have not been rewarded for what you want repeated

One of the most powerful energizers you can provide your people is a “AA” battery. If you share with them what you **admire** and **appreciate**, you will be amazed at how they respond! It is also important to celebrate small victories along the path to reaching your ultimate goal.

Instead of waiting to reward the completion of the entire project, find process goals and checkpoints to enjoy and acknowledge along the way. People are starved for recognition – feed them!

In the book *Rapid Teamwork*, each member of the leadership group identifies their issues as they see it, and describe the problem as one of the following:

UNCONNECTEDITIS

BLAME SYNDROME

NEGATIVISM

CLIQUE-N-POX

THE COMMON COLD

Our purpose, as you experience and APPLY each of the modules of this course, is to address the issues that your team is having by ensuring that the root causes are taken care of...

UNCONNECTEDITIS	= lack of relationships / goals
BLAME SYNDROME	= lack of expectations / accountability
NEGATIVISM	= lack of goals / thanks
CLIQUE-N-POX	= lack of relationships / goals
THE COMMON COLD	= lack of goals / expectations / thanks

Whatever problem your team is having – whatever symptom you are experiencing – your implementation of the five steps in this system will have a positive and lasting impact on your team performance!

MODULE 1.5 – Get the Most Out of This Course!

There are TWO common ways to use a course like this:

1. Go directly to the area of YOUR culture that has been neglected and take advantage of the insights and activities in the module that focuses on that issue to address those specific needs
2. Go through the course STEP-BY-STEP and let each module and activity build upon the one that came before it!

I truly believe that either one will improve your team...

But it is option TWO that I feel provides you the most sure and proven recipe for transforming your people into a high-performing TEAM.

You have unlimited LIFETIME ACCESS to the videos and downloads!

But to get the MOST out of this course, you will want to watch each module and complete each activity in succession. That will allow you to GUARANTEE that your people understand and are invested in each step!

Will it require you to set aside valuable time to implement each step?

Yes – absolutely. But remember this:

**THERE IS NO TRANSFORMATION
WITHOUT DISRUPTION!**

Over the course of the next 5-7 weeks, you will see a measurable and meaningful improvement in your team culture if you DO what I share.

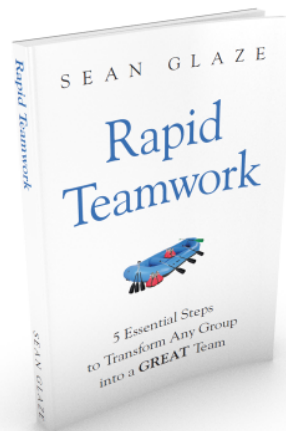
*And if you have questions, you can always email me at:
sean@greatresultsteambuilding.com*



NOTES

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CREATE A HIGH-PERFORMING TEAM CULTURE!

From the author of
*RAPID TEAMWORK - Five Essential Steps
to Turn ANY Group Into a GREAT Team*

