

TEAM MEMBER OPERATING INSTRUCTIONS CONVERSATION ACTIVITY



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Part of understanding the people you work with (and them understanding you) is taking the time to clarify what will make them most productive.

Here is an easy activity to help you improve interactions and get more out of your team. It involves completing these four simple statements:

- I am at my best when...
- I am at my worst when...
- You can count on me to...
- What I need from you is...

Send these questions out a few days before your next meeting...

Ask them to consider what would be most important for others to know about them, and then complete each statement and read them off or share copies of the responses at your next team meeting.

This activity can provide valuable insight into how your people prefer to work, what they need, and what they would like others to expect from them.

When accompanied by an appreciation of [team personality types](#) and tendencies, your team will have a much better understanding of how best to interact with each other...



OPTION 1: FOUNDATIONAL 1:1 CONVERSATIONS

To overcome the dangers of comfortable ambiguity and create, productive clarity in work relationships answer these questions with a team member to create better connection, understanding, and team interactions!

So how do you initiate this meaningful 1:1 conversation?

- reach out via text, email, phone, or in-person
- ask to have a short conversation about how to best work together
- expect a little awkwardness and answer them together

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OPTION 2: FOUNDATIONAL TEAM CONVERSATIONS

To build more of a productive network of relationships across your team, especially if it is less than 15 members, it is often helpful to conduct this activity as a group. Set aside at least 30-45 minutes, and have each team member complete the questions on their own, and then ask each person to read off and SHARE their answers with all other teammates.

So how do you initiate these meaningful team conversations?

- reach out to team members via text, email, phone, or in-person
- send them a copy of the questions (next page)
- ask them to complete the questions before the next meeting
- explain the purpose is to be more aware of team needs
- have each share their answers about how to best work together

Whether as a new or existing, these foundational conversations are a powerful tool to improve team interactions!



TEAM MEMBER OPERATING INSTRUCTION QUESTIONS

Name _____ *Animal Type _____

- 1 - What are 2-3 of your strengths as a team member?
- 2 - What are your preferred times for team communication?
- 3- What is the best way to contact you during the day?
- 4 – What is the most effective way to give you feedback?
- 5 – How do you prefer to be recognized for doing great work?
- 6 – What is something the team should know about you that has sometimes been misunderstood by your previous coworkers?
- 7 – What is something you need that you're not getting enough of?
- 8 – What is something you struggle with at times?
- 9 - What is your favorite snack food and candy?
- 10 – What is a pet peeve of yours that the team should know about?
- 11 – What is something someone could do to make your day better?
- 12 – Why are you excited about being part of this team?



HIRE SEAN TO GROW YOUR TEAM!

Sean Glaze is an Interactive leadership speaker and teambuilding facilitator who delivers engaging experiences that ignite your team's performance. Sean has worked with clients like Cisco, John Deere, and Emory University to increase collaboration, boost productivity, and build more positive and profitable workplace cultures.

As a successful basketball coach and educator, Sean gained valuable insights into leading winning teams – and now he travels around the country to share those lessons. Sean's [conference keynotes](#) and customized [team building events](#) inspire laughter with memorable take-aways that transform employees into teammates.

And - Sean's books, [Rapid Teamwork](#), [The 10 Commandments of Winning Teammates](#), and [Staying Coachable](#) are entertaining parables with powerful wisdom to accelerate the growth of your leaders!



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