

## Creating the right environment

It is important to create the right environment when using these activities. If you are new to developing your team, or even if you have done some development with teams in the past, it may be worth considering the following:

### **Team Size**

Think about the optimum size. Too small (3 to 4) can put pressure on individuals. More than 7 or 8 can allow some of the team to 'coast' without having to contribute, unless you keep a holistic watch.

### **Room layout and seating**

Some layouts (traditional 'U') can have an inhibiting effect on the team, so it is important to try different options. Think about one large table, or a room with several tables in a 'café' style.

### **Music**

Music is heard in almost every aspect of human activity in the 21<sup>st</sup> century, but not necessarily in the training room! Music, even if only played at the beginning, whilst people are settling down, can help in creating the right atmosphere.

### **Competitive yet fun**

Competition in teams can be healthy and should be encouraged where appropriate. However, it should be focussed properly and you ensure that it doesn't create disharmony. People do learn best when they enjoy themselves, so do try and create an atmosphere that promotes fun and harmony and reduces anxiety.

### **Link the modules**

More impact will be gained if you can link the modules to aid your team's progression.

### **Feedback**

Giving feedback without bruising self esteem is vital for success.

### **Quick and Dirty**

At times and in order to illustrate how the parts of the process fit together, you may need to demonstrate a particular activity faster than the team may actually do it

Whenever you do this, you should explain that you are actually doing something 'quick and dirty' just to show how it works. It must be explained to the team that when they do it for real, they will need to allocate more time to achieve a genuine consensus result.

### **Brainstorming**

Some of the activities in this pack will require a 'brainstorming' approach. In this case a few simple rules may need to be explained.

- Never criticise (ideas or people)
- Get lots of ideas (however wild or crazy)
- Record all the ideas (so everyone can see them)
- Incubate (is the list complete)
- Evaluate (which ideas can we use?)

### **Frequency**

When? This section should only be considered a guide and not hard and fast. Use the exercises in the toolkit as and when you see fit

### **Activities**

Appropriate activities to carry out with your team are included after relevant chapters; these can be identified by looking for the following symbol:



### **Acknowledgements**

Various internet sources have been used to create this Activity Pack and also 'Teams in Action' by Tony Bray (Fenman Training)