

# Designing how to work together

Defining the guideposts for maximizing collaboration and cooperation

## Description

This exercise allows a diverse group of innovators to build a charter they will employ for effective team work, based on their own experience, as well as insights from Google and expectations from the management team.

**Suggested time** 60 minutes

**Level of difficulty** Low

**Materials needed** Mural board or flip chart paper

### Check how we used this in WFP-X:

<https://app.mural.co/t/wfpX20daressalaam8404/m/wfpX20daressalaam8404/1597360331538/98e307763cce4b3991cc47ff2e6b6daeaa5aec43>

## Steps

1

Define the workings of a great team

2

Identify your team's most productive conditions

3

Set the rules of collaboration

4

Think about Psychological Safety

5

Craft your team charter

## Tool 2/ Designing how to work together

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# What makes a great team?

## Your task in this step

For 5 mins, note down on sticky notes thoughts and experiences about what makes a team work well together. One thought per sticky. Next, for 5 mins, note down thoughts and experiences about what makes teamwork fail to thrive. Finally, for 5 mins, we will read out your thoughts and discuss.



## Suggested time

10 minutes

What worked well

What didn't work

Fill the tool task sheet

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# What helps you to do your best work?

## Your task in this step

For 5 mins, note down on sticky notes thoughts and experiences about what helps you do your best work. One thought per sticky. Next, for 5 mins, note down thoughts and experiences about what gets in the way of you doing your best work. Finally, for 5 mins, we will read out your thoughts and discuss.



## Suggested time

10 minutes

What worked well

What didn't work

Fill the tool task sheet

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# Let's make our team great!

## Your task in this step

How can we create the best working environment for this team? Let's co-design some rules, behaviours and ways of working to ensure we can all do our best work. 5 mins for each section, then 10 mins to align, reduce and agree on the Team Charter below.



## Suggested time

10 minutes

Behaviours

Rules

Fill the tool task sheet

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# Google know about teams

Much of the work done at Google, and in many organizations, is done collaboratively by teams. The team is the molecular unit where real production happens, where innovative ideas are conceived and tested, and where employees experience most of their work. But it's also where interpersonal issues, ill-suited skill sets, and unclear group goals can hinder productivity and cause friction.

Following the success of Google's Project Oxygen research where the People Analytics team studied what makes a great manager, Google researchers applied a similar method to discover the secrets of effective teams at Google. Code-named Project Aristotle - a tribute to Aristotle's quote, "the whole is greater than the sum of its parts" (as the Google researchers believed employees can do more working together than alone) - the goal was to answer the question: "What makes a team effective at Google?".



## Suggested time

5 minutes



### Psychological Safety

Team members feel safe to take risks and be vulnerable in front of each other.



### Dependability

Team members get things done on time and meet Google's high bar for excellence.



### Structure & Clarity

Team members have clear roles, plans, and goals.



### Meaning

Work is personally important to team members.



### Impact

Team members think their work matters and creates change.

#### Source:

<https://rework.withgoogle.com/print/guides/5721312655835136/>

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# Expectations for WFP-X innovators



## Suggested time

5 minutes

1

Participate in all scheduled sessions - we need your contributions!

2

Show up on time, every time.

3

Prepare your space - ensure a quiet location with sufficient and stable bandwidth (800kbps/1.0Mbps).

4

Be engaged- close other applications, turn your camera and mic on, speak up, ask questions, comment, contribute.

5

Embrace divergent ideas and respect the opinions of your colleagues.

6

At the same time, do not be afraid to challenge ideas as well as challenging your own assumptions.

7

Finally, enjoy yourself!

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# Let's make our Team Charter

## Your task in this step

Based on the previous steps, and what you have learnt from Google, generate up to 8 practices to form your team charter: the commitment you make to each other on how you operate as a team.



## Suggested time

15 minutes

Fill the tool task sheet

<b>1</b>	Example: Listen to each other	<b>5</b>	
<b>2</b>		<b>6</b>	
<b>3</b>		<b>7</b>	
<b>4</b>		<b>8</b>	