

Ignition! Team Startup

Starting a Project Oriented Team

“Ignition! Team Startup” is a one-day workshop designed to help you start up a specific project oriented team in your business.

Although you may not think of it, your business often forms teams, mostly to work on one specific project.

It may be a project to open a new store, to choose and implement a new computer system, to develop a new product or service, to work on your business plan - a project oriented team is formed every time you put 2 or more people together to work for a result within a given time-frame.

What usually happens?

The people get together. There is initial excitement and enthusiasm. They hold meetings.

Then things slow down. Perhaps they come up with some ideas that to other people seem to be outside the result expected. They may have come across problems they could not resolve. They may not have been able to agree amongst themselves.

The enthusiasm wanes and the project wanders, missing deadlines and producing results under expectations. Even if it completes at all the results seem unworkable or faulty. They are never implemented or if implemented they don't quite work.

What went wrong?

Give them the right tools

What went wrong is that any team must be set up with the right tools, and what usually happens is that project oriented teams are established with a goal - but no clear parameters of how to get there.

Sometimes even the goal, although apparently clear, is badly defined. They are asked to recommend and implement a new computer system, but are not clearly told what the upper limits of cost are, or what it is expected to achieve beyond the basic need.



Ensure your teams start with the right tools and work towards success

Is it any wonder they start to lose their way?

The right tools are not just the physical resources they may need to complete the project. The right tools includes the systems and rules by which they need to work effectively.

Give them the right tools and train them in their use and you will have set up your project oriented team for success.

Successful Team startup in one day

The workshop is only over one day and at the end of it your project oriented team will be able to start and complete their project efficiently and within expectations.

At the end of the workshop they will have:-

- A clear and common understanding of their approved Charter;



- Agreed ground rules and operating procedures;
- Defined roles and understood each other;
- Identified and understood their interests and how that fits into the business' interests in the project;
- Understood a Vision or big picture of the project;
- A Mission Statement that can be used to measure success along the way; and
- A Draft Plan.

They will be able to confidently answer the following questions and therefore work closely together in achieving desired outcomes:-

- What is the project's quantifiable purpose?
- What problem or "gap" is the team set up to address?
- What impact will closing this "gap" have on the business and its customers?
- What other reasons exist for closing this "gap"?
- How will the team know if they are achieving milestones?
- How will the team know if things are better?
- What are the steps the team will take - what is their plan to do their work?

As they progress through the workshop the team will get to know each other better, practice the techniques of teamwork and start to develop the feeling of "teamness".

Other team development modules by OTS Management

Ignition! a Team Startup Workshop is one in a series of team development modules available from OTS Management.

Ask us about:-

TEAM! - A one or two day introduction to Teamwork and Team Communications

T4M - Together For More! - a 2 or 3 day workshop to develop your organisation's teamwork skills and tools. You will discover your organisation's Key Team Indicators - your individual Keys to Success.

We also provide coaching and workshops for Strategic, Business & Marketing Planning, Marketing & Sales Development, and Organisational & Change Management.



Teik Oh, Director of OTS Management

About OTS Management

OTS Management is a quality and value driven boutique consulting and accounting company that provides organisational development services to commercial, growth-oriented Small and Medium Enterprises who require business services, advice and coaching.

We give our clients comfort in their decision-making by providing them with our experience and independent advice that saves them time and helps them grow. Unlike other accounting services companies, our clients have significant contact with our senior people.

We meet our own high expectations in order to exceed the expectations of clients.

Our services include:

- *Change Management consulting*
- *The Zest Factor - find the zest in your organisation*
- *Strategic & Business Planning*
- *SMART Marketing workshops*
- *Team Development workshops*
- *Performance Management Systems*
- *Zest Tests - Business Diagnostics on your organisation*