

AIA Digital Ei8ht Program

FACILITATOR'S GUIDE

WEEK #1

STAND-UP

TOOLBOX



HYPER ISLAND

Let's start

WEEKLY STAND-UP

In many sports like football and rugby, the team huddles before each play. The huddle is strategic: it keeps the team informed, connected, and calibrated throughout the game. For software teams, the stand-up is like the team's huddle. It's even commonly known as the daily scrum, and reinforces "we" to keep everyone aware of the team's landscape and progress.

These advantages do not limit themselves to sports or software teams of course - gathering your team for a daily or weekly reflection or retrospective has become a proven way to be agile and productive for any team.

Throughout the next 8 weeks, you have a weekly Stand-up with your team.

REMINDER Book a recurring weekly stand-up meeting with your team

WHO DOES WHAT

Each week you will facilitate 2 techniques with your team.

1. Reflection
2. A technique, related to that week's theme

Each technique will be facilitated by one of the team members. Make sure that you all take turns in being the facilitator! You either choose 1 facilitator per week, who covers both techniques. Or, you choose 1 facilitator per technique. Up to you!

As a facilitator, make sure to timebox the sessions. This means that you set a timer according to the indicated timings per step. Or else, you will not be able to remain within the booked 1 hour.

At the end of each Stand-up, you post the results to Workplace and return to Doris individually, to submit your work.

Most importantly
HAVE FUN!

TECHNIQUES FOR WEEK 1

SAILBOAT RETROSPECTIVE

Intention

Take a step back, look outward, be reminded on why we are doing this, and define what our goals are.

Identify the hurdles and strengths within myself and with the people I work with, that hinder and help us from adopting a digital and learning mindset.

TEAM REFLECTION

Intention

Pick apart complex experiences, so that the successes of the experience can be repeated or improved, and so that the failures provide learning opportunities for growth.

Team reflection is also for members to express thoughts, feelings and opinions about a shared experience, to build openness and trust in the team.

TEAM EXERCISE #1

SAILBOAT

RETROSPECTIVE

Sailboat retrospective as the name suggests uses a sailboat as a metaphor for the team. The idea is that the team is on a sailboat, heading towards their goal while dealing with many elements along the way that either supports or hinders them.

The aim of this exercise is to help teams identify what help them achieve their objectives and what are the risks and other factors that can slow them down



HOW TO FACILITATE SAILBOAT RETROSPECTIVE

TIME FRAME 30 min'

TOOL 30 min

FACILITATION LEVEL medium

COMFORT ZONE medium

MATERIALS regular post-its or paper + pens. timer.

STEP 1 3 min

Draw the Sailboat template on a flipchart paper (next slide). The image should include: ONE BOAT, THE WIND, ONE ISLAND, ROCKS and ONE ANCHOR

Explain to the team what each metaphors represent:

- The Boat represents your team sailing towards the Island.
- The Island represents the collective goal for the teams by the end of the journey (*Make sure this post-it is already filled in with the objectives of AIA - see on the next slide*).
- The wind represents the strengths, that give an extra breeze to the boat, and speed it up.
- The Anchors represent the hindering behaviours.
- The rocks represent the risks, they might encounter towards their vision.

STEP 2 15 min

Take 2 min to individually write down things that can describe:

The rocks: risks that might hit or even sink the boat.

Give more 2 mins for people to share their ideas and plug into the wall on the top of the Images.

Repeat the same process with the other elements, in this order:

The Anchors: representing the hindering behaviours
(5 mins write + 2 mins share)

The wind: representing the strengths, that give an extra breeze to the boat, and speed it up.
(2 mins write + 2 mins share)

STEP 3 10 min

As a team, use the last 10 minutes to select 3 hindering and 2 helpful behaviours that you identify as most impactful for your team and write down ideas that could help you overcome the anchors and use the winds. Write them into the same template.

Complete by thanking everyone for sharing and participating.

REMINDER Everyone has to individually take a photo of the board and submit it to Doris before the end of the week.

HYPER ISLAND

SAILBOAT RETROSPECTIVE (TEMPLATE)

- The Boat represents your team(s), sailing towards the Island
- The Island represents the collective goal for the teams by the end of the journey
- The wind represents the strengths, that give an extra breeze to the boat, and speed it up.
- The Anchors represent the hindering behaviours.
- The rocks represent the risks, they might encounter towards their vision



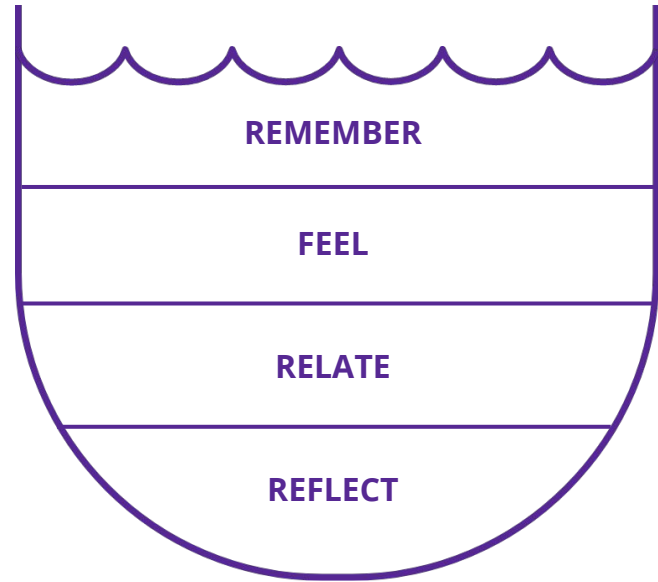
TEAM EXERCISE #2

TEAM

REFLECTION

Reflection helps to pick apart complex experiences, so that the successes of the experience can be repeated or improved, and the failures provide learning opportunities for growth.

Team reflection is also for members to express thoughts, feelings and opinions about a shared experience, to build openness and trust in the team.



HOW TO FACILITATE A TEAM REFLECTION

TIME FRAME 30 min

FACILITATION LEVEL medium

COMFORT ZONE safe

MATERIALS small + regular post-its + sharpies. Sailboat Template. Timer.

STEP 1 3 min

As the facilitator you start by helping people to remember an important event that happened during the week:

"This week we kick-started the first module of the AIA Digital E8IGHT Learning Program"

UNLOCK YOUR TOOLBOX

Session #1: Learn to Learn

Session #2: Humanize your Meetings

Session #3: Stand Still to Move Forward

STEP 2 10 min

Subsequently ask the team to write down their insights on post-it notes, based on the following questions.

FEEL: How did I feel about it?

RELATE: What have I learned?

REFLECT: What am I going to do differently moving forward?

Make sure to give them time to reflect in silence and individually.

STEP 3 15 min

After everyone is done writing, spend at least 15 minutes on sharing insights amongst each other and organising the answers in a wall or a flip-chart

REMINDER Everyone has to individually take a photo of their answers and submit it to Doris before the end of the week.

Tack!

