

Team Development Workshop Guide

The workshop aims to enhance team alignment, collaboration, and performance through structured exercises based on three key psychological frameworks.

Introduction

The Wisnio Team Profiles provide insights into your team's behavioral strengths, motivators, and top competencies. This guide helps you interpret these insights and turn them into action. It outlines the workshop process, highlights the importance of these frameworks for team success, and offers facilitators tips, discussion questions, and strategies for actionable outcomes. The workshop aims to enhance team alignment, collaboration, and performance through structured exercises based on three key psychological frameworks.

NB! This guide is meant as a manual to facilitate workshops using the Wisnio platform.

It's advantageous to go through this process when:

- You are starting an important project together, and you want to identify the strengths and risk factors that might impact project performance.
- You need to dramatically shift your focus or ramp up your performance (e.g. after a fundraising event).
- You have faced team conflict and want to know where this is coming from (spoiler alert: you will probably find the answers during the value review in step 2).
- Your team has been struggling with motivation, and you want to understand how to increase team spirit.
- Whenever you want to know more about your team and perform better.

Workshop Structure

The workshop follows a six-step process, each focusing on a critical aspect of team development:



Step 1: Set Clear Goals

Define what outcome do you expect from this workshop.



Step 2: Explore Team Values

Use Schwartz's theory to align team values.



Step 3: Analyse Personality Traits

Explore how the personality shapes team dynamics and leadership styles.



Step 4: Examine Leadership Competencies

Assess your team's strengths and growth areas based on the leadership competencies.



Step 5: Map Individual Strengths

Assign roles and responsibilities based on individual strengths.



Step 6: Define Action Items

Establish concrete actions to enhance team performance.

Before the workshop

Choose a Facilitator

Select an impartial facilitator who won't participate directly but will guide discussions, reflect on team insights, and monitor dynamics. Determine if they need assistance with data analysis or discussion prep.

Set Up the Wisnio Team Profile

Ensure all participants complete their Wisnio assignments and review their Personal Profiles. Compile and share the team profile in advance for preparation.

Prepare the Discussion Points

The facilitator should gather relevant team information, such as challenges, conflicts, and desired outcomes, to define session topics and guiding questions. Don't worry about having all the answers yourself; your role is to prompt meaningful conversation that the team will collaboratively explore.

Set Up the Workshop

If possible, hold the workshop in person for more interactive tools and methods. Arrange a round table, post-its, and posters for note-taking. For online sessions, use digital tools to support engagement.

Allocate Enough Time

Plan at least 1.5 to 2 hours for the workshop. A 2-hour session allows exploration of 1-2 topics per area (e.g., values, personality, competencies). For deeper discussions, consider two 2-hour sessions over two days. Avoid scheduling the sessions at the end of the day to ensure participants are fresh and fully engaged.

Practical Tips for Facilitation

Offer assurance

Remind people that this is just a reflection of how they perceive themselves. The conclusions on the profile are based on the different statements they answered. If they don't feel associated with some data points, encourage them to discuss openly why they think so.

Set the Tone

Start by creating a safe and open environment where all team members feel comfortable sharing their thoughts and experiences. If needed, set some ground rules like verbally attacking each other or personal insults are not tolerated.

Encourage Participation

Make sure every voice is heard. Use prompts to engage quieter team members, and ensure dominant voices don't overpower the conversation. If needed, come up with different ways how to make room for everyone's voice. For example, you can ask people to first write keywords of their thoughts on sticky notes, then place them on a wall and ask everyone to explain theirs.

Keep the Discussion Focused

Stay on track by guiding the conversation back to the main topics when necessary. Based on this team data, there are infinite conversations you could have, but derailing too much might mean the team feels that there were a lot of different conversations without actionable outcomes. Stay focused and note down topics that are worth revisiting some other time.

Use Visual Aids

If possible, use whiteboards or digital tools to track key insights and action points. Visualising ideas can help clarify thinking. It also helps to bring attention to the conversation highlights, making summarising the workshop easier.

Find Solutions and Follow-Up

Creating awareness of team dynamics and each member's unique strengths is just the start of the workshop. For a lasting impact, encourage participants to take notes throughout the session and identify actionable solutions to challenges or opportunities. Schedule follow-up sessions to track the implementation of these action items, address any unresolved issues, and highlight improvements in team performance. Recognising progress keeps the team motivated and reinforces the value of ongoing transformation.

Step 1

Setting Objectives

Why its important

Having a clear understanding of the workshop objectives provides the team with a “north star” to align their efforts. Without this clarity, it’s challenging to assess whether the team has the right skills and dynamics to succeed or to identify the key topics for discussion and focus.

Objectives can vary, from business goals (e.g., expanding into new markets) to team-oriented needs (e.g., improving collaboration within a team struggling with cohesion).

Exercise

1. Individual Reflection

Each team member independently writes down their understanding of the workshop’s objectives or the team’s needs. This prevents groupthink and allows for diverse perspectives. Use sticky notes, if available, and encourage participants to write one idea per note.

2. Discussion

Each member shares their thoughts, and similar ideas are grouped together on a wall or table. This visual grouping helps clarify shared goals and themes.

3. Defining Final Goals

Agree on the primary focus for the session and display these goals in a visible place. These will serve as the guiding points for the rest of the workshop discussions.

Step 2

Exploring Team Values

Why its important

Values shape long-term decision-making and team culture. Understanding and aligning values can foster motivation, reduce conflict, and enhance cohesion. Since people's core values tend to stay stable, it's essential to work with the values already present in the team.

Facilitation Tip: Create a respectful, open space for discussing values. Recognise that some members may feel vulnerable sharing personal beliefs.

Select exercises that align with the workshop's objectives, focusing on those that will best meet current goals.

Exercise

- 1. Review the Team's Values Map:** Identify the three highest (green) and three lowest (orange) values to understand the culture's main influences.
- 2. Discuss Value Alignment:** Explore how these values shape daily interactions and the team's work culture.
- 3. Understand Key Motivators:** Discuss what drives the team and whether the environment supports these motivations.
- 4. Analyse Value Conflicts:** Address any significant differences in values among team members, using these as opportunities to tackle potential conflicts constructively.

Example Discussion Questions:

- How can we better motivate each other based on our values?
- What are the best ways to handle team disagreements or conflicts?

Example WisGPT Prompts

Use WisGPT to quickly analyse team data or generate team-specific discussion questions:

- What motivates this team the most? What actions could this team take to have a more motivating work environment?
- What potential value conflicts might arise within this team, and what discussion questions could help guide them toward solutions?

Step 3

Analysing Personality Traits

Why its important

The Big Five Personality Traits (Openness, Conscientiousness, Extraversion, Agreeableness, Emotional Range) offer insight into how people prefer to behave and interact. Understanding these traits helps prevent misunderstandings and fosters collaboration. While personalities remain relatively stable, we can develop new approaches, adapting our behaviour as needed. This "learned behaviour" allows us to operate outside our comfort zones without being restricted by our natural tendencies.

Facilitation Tip: Promote empathy by reminding the team that no personality trait is "bad"; differences can enhance team success.

Select exercises that align with the workshop's objectives, focusing on those that will best meet current goals.

Exercise

1. Review the Personality Traits Map: Discuss each person's Big Five traits and their reflections on the results.

2. Explore Team Dynamics: Analyse how the team's trait distribution affects problem-solving, decision-making, and collaboration.

3. Identify Areas for Support: Discuss ways team members can support each other based on personality preferences.

Example Discussion Questions:

- Which traits should we focus on to reach our goals (e.g., openness or conscientiousness)?
- Are there potential personality clashes, and how can we proactively manage them?

Example WisGPT Prompts

Use WisGPT to quickly analyse team data or generate team-specific discussion questions:

- Which personality traits are most dominant in our team, and how does that influence our interactions?
- Based on our personality traits, what kind of challenges or blindspots our team can have?

Step 4

Reviewing Leadership Competencies

Why its important

Competencies are the skills that drive leadership and team effectiveness. Understanding these helps teams ensure they have the right capabilities and identify areas for development.

Facilitation Tip: Encourage viewing competency gaps as growth opportunities, fostering a learning culture.

Select exercises that align with the workshop's objectives, focusing on those that will best meet current goals.

Exercise

- 1. Assess the Competency Map:** Discuss each member's strengths and areas for growth.
- 2. Evaluate Team Strengths:** Determine if the team has the competencies needed to meet its goals, and discuss ways to address any gaps.
- 3. Leverage Unique Competencies:** Identify individual strengths that might be underused and explore ways to integrate them into team efforts.

Example Discussion Questions:

- Which competencies are most critical for our success right now? Which ones do we lack?
- Who has competencies that are underutilised, and how can we leverage them better?

Example WisGPT Prompts

Use WisGPT to quickly analyse team data or generate team-specific discussion questions:

- Given the objectives [insert objectives], what key competencies does this team have that will support achieving these goals, and what critical competencies might be missing?

Step 5

Mapping Individual Roles

Why its important

Clarifying roles based on individual strengths ensures team members work in areas where they're most effective and engaged. Reflecting individually encourages each person to consider actionable ways to improve team collaboration and success.

For best results, participants should focus on their individual Team Member profiles within the team context. This highlights each person's unique strengths and contributions to the team dynamic

Facilitation Tip: Allow time for quiet reflection before discussions to encourage thoughtful contributions.

Exercise

1. Self-Reflection: Have each member reflect on their unique strengths (traits, competencies, values) and how they can best contribute to the team.

2. Share Reflections: Discuss individual roles in light of team goals, adjusting roles where needed for optimal performance.

Example Self-Reflection Questions

- How can I leverage my strengths to support the team's success?
- Are there any behaviours or working habits to consider for a positive team dynamic?
- What should I start, stop, and continue to do to enhance my and the team's success?

Example WisGPT Prompts

Use WisGPT to quickly analyse team data or generate team-specific discussion questions:

- What are the key strengths I bring to this team, and in what areas do I stand out?
- In which areas or with what types of tasks could I seek support from my team? What valuable skills or knowledge could they share with me?

Step 6

Defining Action Items

Why its important

To make the workshop impactful, it's essential to translate insights into concrete actions. Without next steps, the benefits may fade over time. Consider creating team guidelines based on the insights gained. Displaying these as a poster in the conference room can reinforce and keep these principles top of mind for collaboration.

Facilitation Tip: Record action items and make them visible. Use shared documents or project management tools to track progress and maintain accountability.

Exercise

- 1. Analyse the Takeaways:** Review session notes, and have participants share the most important takeaways or areas for change.
- 2. Prioritise Key Actions:** Identify 3-6 key actions to improve collaboration and performance.
- 3. Assign Ownership:** Assign a responsible person for each action with clear deadlines.
- 4. Follow-Up:** Plan follow-up meetings to review progress on action items and adjust as needed.

Example Discussion Questions

- What are the most important actions based on what we've learned?
- What should we start, stop, and continue as a team?
- What new guidelines should we set for collaboration and communication?