Exercise 1. Sourcing rock stars.

1. Write a list of tasks needed for the role. These form your job description.

2. Next to each task above, list a skill that will be needed to accomplish that task.

3. List personality traits and soft skills that are needed to manage your internal and external teams. Be sure these traits can support the tasks you listed above.

4. What steps could you take to source more diversely?

Exercise Two: Supporting high performance rock stars.

Using the Hired and/or Stay interview questions, answer the following questions with a focus on encouraging collaboration. You can use yourself or fictitious situation.

Hired:

- What do you expect from this role in the next year? Five?

- How do you plan to collaborate with teammates? What actions will you take?

- How can you as a team leader support more collaboration?

Stay:

- What's misaligned and how can it be realigned?

- Am I challenged? If not, how can this be improved?

- What's been working in collaboration with the team and what has not? What's needed?

Exercise Three: Create the (YOUR ORG NAME) Way. Outline expectations for working independently and collaboratively by providing definition, steps and templates.

What's the _____ Way? Provide a general statement that encompasses how you envision internal and external client management.

What does success look like? Outline a few steps for managing programs successfully in your organization. (You can expand and elaborate post workshop.)

Exercise Four. Fostering collaboration.

What types of communicators do you have on your team? Emailer, Automator, Communicator, Chatter

Who is the leader(s) on your team?

Who are the supporters on your team?

What could you do tomorrow to build trust? Provide at least one tactic you'll implement.

How will you shine a light on success? Provide at least one tactic you'll use.

How will you correct the transgressions? Pick a transgression you are currently battling to squelch.
What can you do right now to discourage this from happening?