

TEAMPLAY



How can we all lead and be better together, apart?

About this TeamPlay

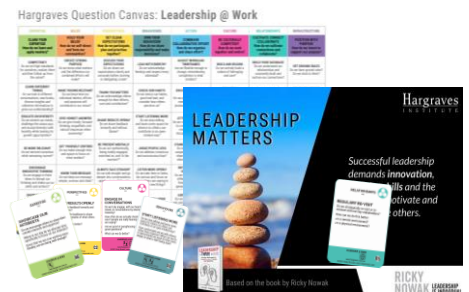
The shift to remote and hybrid work has seen the importance of teams and teamwork rise. Today, successful and high performing teams are self-directed. All team mates take a leadership role. Everyone shares, asks and helps equally. **We all lead together.**

The Better Together TeamPlay includes questions handpicked from the Leadership @ Work toolkit to help team leaders facilitate a collaborative conversation with their teams. Identify what is important to each individual, and the team as a whole, then create a leadership improvement plan when together and apart.

Steve Jobs said, 'To do great work, you have to love your work'.
At Hargraves, we say, 'To do great teamwork, you have to love your team.'

THE LEADERSHIP CARDS

- A2** Learn Different Things
- A5** Encourage Innovative Thinking
- B5** Know Your Message
- B6** Keep Positive Energy
- C1** Discuss Your Expectations
- C2** Thank You Matters
- D4** Judge People Less
- D5** Listen More Openly
- E2** Encourage Positive Deadlines
- E5** Initiate Creative Opportunity
- F1** Build And Belong
- F6** Stay In Touch
- G1** Build Your Database
- G5** Regularly Re-visit
- H1** Set Ground Rules
- H6** Make Memorable Meetings



Developed in collaboration with leadership expert and coach, Ricky Nowak, the Leadership Cards come from our Leadership @ Work Toolkit.

Download your free Toolkit including digital cards @ <https://hargraves.in/leadership-matters>.

"Employees need an injection of positivity and the hope and confidence from the people overseeing them. You can help them set goals that are optimistic and achievable. These goals should take into account where employees need further resources or help to navigate roadblocks." Culture Amp

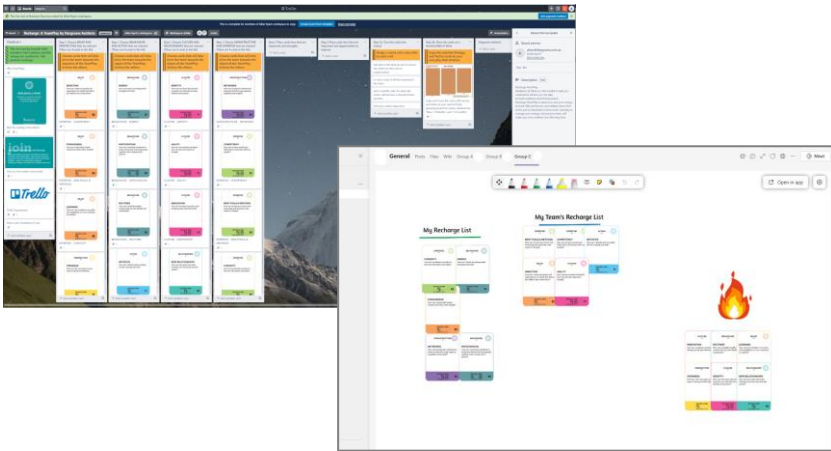
HOW TO 'TEAMPLAY'

Instructions for Teams

Understand the issues, discover what matters most and agree priorities.

Each TeamPlay includes a specific selection of cards extracted from one or more Hargraves Card Decks. Each team member should have their own set, either printed, or on a digital whiteboard.

1. Individually, read each card and select the 3 most relevant to **you** right now.
2. Working in pairs, discuss your selected cards and agree on the 3 or 4 most relevant to **the team** right now.
3. Then, as a whole team, discuss the selected cards and agree on 4 cards **the team** can work on. Prioritise according to:
 - We can do this **now**.
 - We can do this over the **longer term**.
 - We can do this **with support** from the organisation.



Tip: you can print the cards, download digital cards to upload to your virtual whiteboard, or download one of our free Trello templates.

All Hargraves TeamPlays are based on these principles:

- ✓ **Our world** is uncertain, changing fast with best practices emerging and yet to be proven.
- ✓ **Our teams** are all different and there's no size fits all. Success comes from balancing strengths and opportunities.
- ✓ **Our questions** come from conversations with leaders and experts. Each question highlights a challenge – focus on the question that is important to you right now.

For the latest DIY Tools and TeamPlays, [join our free online community](#)

EXPERTISE



LEARN DIFFERENT THINGS

Do we look to different conversations, new books, diverse insights and collective information to grow our understanding?

How do we share the knowledge we gain?

How can we do this more rigorously and ensure everyone learns from collective knowledge?

LEADERSHIP @ WORK



A2

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EXPERTISE



ENCOURAGE INNOVATIVE THINKING

Do we engage in fresh ideas to disrupt our thinking and shake up our skills and actions?

What do we do that demonstrates we are constantly breaking new ground and opening up new opportunities?

What evidence do we have that proves this?

What do we need to do more of?

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BELIEF



KNOW YOUR MESSAGE

Do we keep our message simple, concise and clear?

What exactly is our message?

Can it be stated in 15 words or less?

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BELIEF



KEEP POSITIVE ENERGY

Do we inspire others with action, courage and resilience?

How would you rate your own energy when you communicate:

- under normal circumstances?
- under some stress?
- under extreme stress?

How do you adjust your energy to different situations?

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PERSPECTIVES



DISCUSS YOUR EXPECTATIONS

Do we share our expectations clearly and concisely before starting or delegating a task? How do we do this?

If you had to rate yourself between 1-10 for your effectiveness to delegate, would you be happy with your rating? If not, ask others how you can improve.

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PERSPECTIVES



THANK YOU MATTERS

Do we acknowledge others enough for their efforts, care and contribution?

How do we thank others?

How do we make it personal?

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BEHAVIOURS



JUDGE PEOPLE LESS

Do we address conscious and unconscious bias?

What are 3 biases we have about people in our industry and what are 3 unconscious biases we have about people in our team?

Are we courageous enough to call them out and address some of the unintentional consequences of these biases?

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BEHAVIOURS



LISTEN MORE OPENLY

Do we take time to listen, be curious and focus on what others are saying to discover new things?

Do we truly listen to a conversation that on first hearing may not interest us enough?

Are we intuitive enough to know when to explore more options?

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D5

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1 Print the cards.

2 Copy our free [Trello template](#).

3 Download the full set of digital cards for your online whiteboard.

Free to download at hargraves.in/leadership-matters

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ACTION



ENCOURAGE POSITIVE DEADLINES

Do we provide resources to meet deadlines and produce positive results?

How do we check in on this regularly and adjust our expectations and needs?

Are we as relentlessly committed to these deadlines as we should be?

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ACTION



INITIATE CREATIVE OPPORTUNITY

Do we make time to think differently about how things are done and generate new answers?

Are we curious enough as a team to explore new possibilities?

How can we do better?

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CULTURE



BUILD AND BELONG

Do we actively build a culture of belonging and care?

How do we recreate this culture online?

If we could create an experience that would actively build a culture of belonging, what would it look like?

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CULTURE



STAY IN TOUCH

Do we actively connect and reconnect, keeping conversations alive and ensuring time is well spent?

Is this something that we do randomly?

How can we be more deliberate and encourage ongoing conversations?

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RELATIONSHIPS



BUILD YOUR DATABASE

Do we understand our relationships and constantly build and nurture our connections?

How do we keep close to those that we do or want to do business with?

What is the value of our current relationships worth to us?

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RELATIONSHIPS



REGULAR RE-VISIT

Do we strategically re-visit or re-connect with our key stakeholders?

How can we do this better:

- in a remote environment?
- in a physical environment?

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INFRASTRUCTURE



SET GROUND RULES

Do we have ground rules? Do we stick to them?

What ground rules do we need in place?

Which ground rules do we need to review more regularly?

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INFRASTRUCTURE



MAKE MEMORABLE MEETINGS

How do we make meetings matter?

What would you like to do differently to create more energy and action in your meetings?

How can we make our meetings more effective?

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TEAMPLAY NEXT STEPS



It's critical to develop action plans for the session. We suggest:

1. List the group's questions in priority order.
2. Ask participants to nominate which question they want to work on.
3. For each question, agree:
 - Who's responsible for leading action?
 - What are the next steps and milestones?
4. Organise a follow-up session for each of the priority questions.



Join our free online community for insights, DIY tools and special offers



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