COURSE TITLE: CREATING AGILE TEAM

<u>**INTRODUCTION**</u>
In an ever-changing global competitive environment couple with post-pandemic era, it is increasingly apparent that collaborative **work team** makes an essential difference. Therefore, it is most apt that companies strive to be human-centric in all areas of the business. The company believes that people are always at the forefront of what it does.

It has long been my belief that resilience is a quality forced upon us by the pace of change and the sheer number of continuous and exponential shifts required to evolve, live and do business. It is an invisible force that, until recently, went mostly ignored, as leaders dealt with day-to-day realities. The COVID-19 pandemic, however, is a very visible and massively disruptive force that makes the need for resilience real, tangible and undeniable.

During the early phases of the pandemic the lack of resilience was evident. Companies scrambled to respond to new and unanticipated challenges, and many failed to meet them. In its wake, leaders are being forced to re-evaluate, reorient and transform themselves to prepare for whatever comes next – a world still struggling to recover from crisis or a world transformed by science and technology and ready for the future. Therefore, being agile is important. Agile is "The ability to create and respond to change in order to succeed in an uncertain and turbulent environment." It is not surprising that agile practices have enabled organizations to be more resilient to crises such as the COVID-19 pandemic.
Researchers have identified that human beings hold two mindsets toward ability:
1. That we have a fixed amount of talent or intelligence, what we are born with and there's nothing we can do about it;
2. That we are born with a certain amount of talent or intelligence, but we can all improve by working hard.

These two mindsets are recognized as (1) fixed and (2) agile. "If we can do a better job of holding an agile mindset, just imagine how much more creative, innovative, and cooperative our workplaces and homes can be".
Dr. Carol Dweck, a Psychology professor known for her work on the mindset psychological trait, also gave a great comparison between the fixed and the growth/agile mindset. Transforming a person's mind from fixed to agile is not an overnight process. It takes a lot of time, effort, and commitment to adopt agility. Though the process can be challenging at first, once you get used to it, it becomes an indispensable habit.
All around us, technologies, processes, people, ideas and work methods change, affecting the way we perform daily tasks and live our lives. However, in an organisational context, it is actually the employees of the organisation who have to ultimately change work and adapt quickly to new demands and skill requirements. If these individuals don't transition well, if they don't buy-in to not only the new ways of working but the reasons behind them, the initiative will fail. Educating the employees on how to manage the people aspect of change is absolutely critical if the change project is to deliver the expected results.

COURSE TITLE:

CREATING AGILE TEAM (C.A.T.)

OVERVIEW

The programme teaches employees the psychology of change and equips them with practical tools to implement change initiatives more smoothly, to have those changes not only accepted but embraced, creating new levels of excitement and motivation.

The 2 days C.A.T. team building is geared towards every individual who is seeking to make changes their priority. They are committed to change. They are on the mission to embark on the journey to create a difference in their life. The programs in this workshop will help them to foster behaviour and thinking that cultivate operational success. They will learn how to evaluate their mindset and adopt the right techniques to increase personal effectiveness. After the workshop, they will be able to put into practice what has been taught to be more prepared to face the corporate world with an increased self-confidence.

This powerful C.A.T. team building will re-ignite the passion for work and life and inspire participants to outdo their current performance and reach the peak performance. Participants will eliminate their current negative mindset, behaviours, attitudes, values that stop them from achieving and enjoying the best rewards in the organisation. They will be loyal, excited to work harder, stay longer with the company & achieve results that never had before.

COURSE OUTLINE

Participants in this course will:
- Learn about agility and its importance to the organization
- Understand the need to have a growth mindset (adaptability)
- Examine their thought choices that will determine the outcome (self-empowerment)
- Understand emotions and the power of beliefs
- Explore on the techniques to deal with fixed mindsets
- Learn to be optimistic and overcome their personal beliefs
- Learn about the critical elements of motivation
- Understand what they need to do to feel positive (express views and opinions)
- Acquire knowledge on how to communicate and work with various stake holders (strategic working relationship)
- Develop creative and problem solving skills
- Develop operational efficiency and effectiveness to work in a team(relationship building)
- Celebrate success and have a big picture thinking
- Complete and action plan and be accountable to it

● Be thankful and have a sense of gratitude

LEARNING METHODOLOGY

The latest thinking on mindset change will be shared with the group and there will be regular opportunities for skills practice in both small and larger groups. Skills will be reviewed for continuous improvement.

The learning will have five fundamental principles which will be:

1. **Highly engaging** (methods that talk to the 'head and heart')
2. **Interactive** (mix of experience, discussion and practice)
3. **Innovative** (latest thinking & tools) and…
4. **Encourage participation** (a 'Socratic' learning methodology applied) so that delegates take ownership of their own development and future behaviour.
5. **Experiential learning** (The program is designed entirely without lectures and are based on experiencing what it takes to be a successful team player. It has a warrior theme to enhance and activate the fun and energy elements of the program)

TARGET AUDIENCE

Contract Management Team

DURATION

Main program: Day 1 (One full day)

Session	Main Topic	Time: 2.30pm-10.30pm
1	Introduction/Icebreaker	60mins
2	Team Communication	120mins
3	Agile Mindset	120mins
4	Eliminate Bad Habits and Kick Away Excuses	120mins

Main program: Day 2 (One full day)

Session	Main Topic	Time: 7.00am-5.30pm
5	Show your commitment	120mins
6	Evolve to Attract the Results you seek	120mins
7	Be focus in getting things done!	120mins
8	Celebrating Team Achievement	60mins

COURSE CONTENT

Main Topic	Sub-topics	Experiential Activities/ Key Learning Points
Session1: Introduction	- Welcome - Trainer Introduction - Are you ready? - How are you feeling today? **Quote**: *Enthusiasm is electricity of life* - Icebreaker **Facilitation discussion** - Proactive and initiative - O.P.R.A.H. Guidelines - Course Objectives	**Paper-Scissors-Stone** It is a hand game, usually played between two people, in which each player simultaneously forms one of three shapes with an outstretched hand. These shapes are "paper", and "scissors" and "stone" *(Making choices, proactive, initiative, agile, fast thinking, speed, operational efficiency, effectiveness of using resources available)*
Session 2: Team Communication	- Set-up Your Team - Team Name! - Team Symbol! - Battle cry! *Discussions* *Part 1: Get to Know Your Team* *Part 2: Analysis* *Part 3: Key learning Points* **Facilitation discussion** - Accountability versus Responsibility	**Team Formation** Team members discuss team name, team symbol and team battle cry. Participants will have to determine the symbol that speaks of their character. This will become their stamp of greatness. The team will then present the team to everyone and explain their choices. **Discussion & Presentation** Participants will be divided into small teams with approximately 6 members each. They need to set-up their team name, team symbol and do a three part team discussion for a later presentation. *(teamwork, communication, creativity, problem solving, analytical thinking and presentation skills)*
Session 3: Agile Mindset	- What is Agility - The importance of agility to the organization - What is an Agile Mindset - Fixed Mindset vs Agile (Growth Mindset) - How to Achieve and Adopt Agility in Daily Life? - Six ways to integrate agility to daily life - Six practices to achieve agility as a team **Facilitation discussion**	**Beat the Clock** A simple, powerful and QUICK team experience! This deceptively simple game gives the team a common experience through which to discuss issues of teamwork and leadership. The teams form two lines facing each other. Lay the "stick" on the group's index fingers. Goal: Lower to ground. Reality: It magically rises up! Once teams identifies the solutions, they will be tested for agility and speed. *(Measures mindset of the members, initial reaction, coping mechanism with this challenge, identifies blaming culture, skills used to be successful, creative solutions, identify strengths and weaknesses of the group)*

Main Topic	Sub-topics	Experiential Activities/ Key Learning Points
	o Fixed Mindset vs Agile (Growth Mindset)	

Session 4: Eliminate Bad Habits and Kick Away Excuses	● Change Management
	   o **Quote**: Be the change you want to see
	● Common barriers to implementation at work
	● Be a fixer, not a finger pointer
	● Don't tell me the problem, give me solutions
	● Solution driven mindset
	● The concept of Learned Helplessness
	
	● **Facilitation discussion**
	   o Learned helplessness
	   o Solution driven mindset
		Balloon Furniture
		The game involves using limited resources such as balloons, sellotape and scissors to build a balloon furniture. After completing 'the furniture' one team member need to demonstrate the durability of the furniture by sitting on it unaided for 10 seconds.
		
		(Understand emotions, develop courage, overcoming fear of failure, practice creativity, mental toughness, time management and resource management)

Session 5: Show your commitment	● Difference between interest and commitment ● Interested vs convenient ● Committed vs results ● Expanding your purpose at work ● The opportunities organisation can offer you - growth, promotion, benefits and rewards ● The rewards of success and punishment of failure ● The happy contributor concept at work ● The successful working values and principles ● The concept of extra 1% at work ● **Facilitation discussion** o Customer fronting -Scoping / understanding customer's request	**Traffic Jam** To experience and reflect on the necessary skills to successfully complete a difficult problem-solving exercise within a small group of peers. *(Builds teamwork by helping a group learn how to work together, develop grit and resilient, focuses communication skills, develops leaders, teaches problem solving, builds trust and encourages persistence)*

Main Topic	Sub-topics	Experiential Activities/ Key Learning Points
Session 6: Evolve to Attract the Results you seek	- Personal transformation for peak performance - Learning the 7 principles of the great achievers - Focus the mind and master the emotions to finish what was started - Increase the burning desire for optimum work results - How to motivate self to be at peak performance - Daily self-reflection and success record keeping - The secrets of being present at work **Facilitation discussion** - Problem solving - Internal and External communication with various stakeholders	**Chop Sticks Factory** Using chopsticks of various units, teams compete for production. There are four levels of challenge which they need to overcome in order to produce the best possible results. Achievements are recorded at every level and reported to game master. After the game, teams need to produce a score card and take accountability of the results. *(Problem solving, internal communication, be optimistic, do trial run, set your target/strategy, practice, keep score chart, encourage members, makes everyone accountable and time management)*
Session 7: Be focus in getting things done!	- Mastermind goal setting secrets - Goal setting for short, middle and long term - Managing personal priorities at work and home - The concept of 5 - 3 - 1 star planning skill - Measurement personal and work goals in 2022 30 - days action plan after training **Facilitation discussion** - Goal setting	**The Amazing Quest** The participants will be required to achieve a list of challenges in a given time. They need to perform the activities stated using video recording, photo shots and hunt for the items in the list. *(Goal setting, setting priorities, stress management, planning skills and staying focus under pressure to achieve objectives)*
Session 8: Celebrating Team Achievement	- Managing Stress level - Managing morale level - Addressing the administrative pain points - Being productive - Time management **Facilitation discussion** - Having the big picture - Celebrating success	**Making it across** The team are given a final challenge to test their resolve, problem solving skills and creativity. The need to make it across from point A to point B using different styles of walking within a given time. After team 1, team 2 need to execute the same activity but are not allowed to follow the styles of team 1. This is repeated until the last team. *(Creativity, problem solving, ability to think big, having the big picture, goal oriented and speed)*