



Designing change workshops that work



DALEMOOR
CHANGE, COMMS, COACHING



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**A well planned team session will deliver
benefits for months to come:**

- **Common purpose**
- **Shared understanding**
- **Agreed goals and actions**



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1. Goal(s):

- WHY are you getting the team together?
- What does the session need to achieve?
- Never neglect this thinking!

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2. Team detail

- Is this about strategy planning?
- Or are they “forming” to understand each other’s strengths and working styles?
- Who might dominate? Who needs encouragement?

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3. Tactics:

- Varied formats e.g. guest speaker
- Timekeeping with a stopwatch / whistle – deadlines can boost creativity
- Silent thinking helps introverts
- Appropriate humour, lighter moments

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4. Practicalities

- Movement, even just a seat swap, can refresh thinking
- Stationery: paper and pens for writing / drawing gets away from screens
- Catering: don't skimp!

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5. Follow-up:

- This isn't a talking shop so...
- Write up clear actions with owners and timelines while together
- Circulate afterwards and check in

**Need my help with your
team day or workshop?**

Let's talk.

info@dalemoorltd.com



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