



## Planning Your Future Collaboration

### Introduction:

Planning Your Future Collaboration" is a completely interactive and dynamic process implemented with future project teams, either professional or private. Some examples: Two or more persons want to create a company, members of different professional teams have to work together on a new project, a manager and his/her new assistant have to adjust for the best results, a group of students wants to share a home, four families want to travel together or to rent a big vacation house, a group of colleagues want to create a rowing team or a football team, ...

The process allows everyone in a team-to-be (private or professional) to verbalize his/her goals, resources, desires,... before building and entering the real team.

### Number of Participants:

2 to 15 participants aged 12 and up (and more if the project involves more people)

### Supplies:

Points of You - The Coaching Game + paper board, papers and pens.

### The objectives of the process:

1. To redefine together the overall objective of the team.
2. To enable each participant in the group to examine and define his or her desired role within the future team.
3. To allow the group to take into account the various postures of each participant in order to allot the right mission to the right person, thus organizing the team success through a shared and matured reflection.

**NOTE:**

The advantage of this process lies in the use of the coaching game which enables participants to understand their own needs before adhering to their future obligations, thus giving their best into the project: they broaden their feeling and knowledge on how to balance duty and pleasure in the process in order to make it happen and to be part of the success.

This process is very welcoming, friendly and creative. "A game before the real game."

**Time:**

2 to 6 hours total, depending on number of participants.

**Room/space set-up:**

The ideal room set-up is a circle of chairs or cushions, with no tables or desks to serve as a barrier between participants. In cases where this kind of circle seating is not possible, try to make even subtle changes in desk/chair placement, to change the atmosphere and help participants move out of their regular states of being.

**Facilitator preparations:**

At least 20 minutes before conducting this activity, sit down and review the session plan.

Consider the following questions and **suggested** answers:

- What do you want to achieve from this activity: help the participants to build their future project together / or to decide not to go further.
- What are the exact aims that you are going to communicate to the participants: "participating to this workshop will help you build your future project together, understanding your own goal and needs and your partners' goals and needs".
- On which issues or objectives are you going to focus: "be yourself – trust the process – do not stay in the mental"
- Which stories/quotes/question from the Coaching Book will you use while facilitating the activity and why: The answer will depend on what is going to happen in the session. Possibly: Focus, Just be, Pause, Authenticity, Dependency, Communication, Points of you,...

# Activity Process - Step by Step:

## 1. Introduction

Aims and importance of this activity: "At today's meeting you are going to do something that is of the greatest importance for each of you and for your future project: you'll have to examine the factors able to promote its existence, and the factors that could hold it back or cause it to get stuck. The meeting today has the potential to produce an amazing improvement in your ability to understand your own goals in this project and to share your vision with each other in a good and effective way. It will help your group to create the most effective way of dealing with the organization of your project and bring it to life".

Time frame and process:

"We have a total of (2, 3, 4, 5, 6) hours for this activity.

Depending on the number of participants / number of hours, we'll have one, two, three breaks, including the lunch break.

The most important thing I want you to remember is that this activity is a game - it is an interesting and powerful game, during which we will have lots of fun."

## 2. Game rules:

Here are some suggestions, but feel free to adapt them following your needs:

- a. "You will have time to share your own point of view. You can share and say whatever you want - as long as it is not inappropriate in your working environment, anything goes."
- b. "As a participant you can decide for yourself how deep and sincere you want to be. If you decide not to share and be involved, it is also OK, as long as you play and listen."
- c. "This game offers you a great opportunity to express yourself, and you are encouraged to do so. To demonstrate support for one another, no talking is allowed while someone is sharing. This rule allows you to listen and to be listened really deeply, so that you can be less judgmental in hearing and accepting different points of view. But, as facilitator, I will speak and ask questions to help the process grow."
- d. "Once a participant has finished sharing, there will be time for the group to ask clarifying questions and to offer their own points of view on what the participant has shared."

**NOTE:** "As a participant, you will be invited to share "feedbacks" (your own point of view on what other group members will say). Please be aware that this will be your opinion and perspective alone: One of an infinite number of perspectives. It will not

be right or wrong, and in the end, each person will decide for him or herself what to take and embrace from this session, and what to leave behind. “

### **3.The activity:**

#### **Stage 1-** Exploration and expanding of the project

2. The cards are on the floor, face up.
3. Each participant chooses 3 cards:
  - a. Card 1 - reflects why this project is important to you.
  - b. Card 2 - reflects your opinion on what you like in this project
  - c. Card 3 - reflects your opinion on what could be a problem in this project.
4. “You have five (5) minutes to go over the cards and to choose the ones that suit you best. (Soft music).

You can choose cards based on the topic that appears on the card, on the photo, on the topic and the photo together, or for any other reason.

If you need more than two cards, please do so (only when asked or seems useful for the process).”

5. “You are going to work by pairs, A and B. A is going to talk first on his first card and B will do the same, until the 3 cards are done. Please share what the cards reflect for you as previously told and written on the paper-board.

You can write down whatever is important to you on your paper. You’ll have to share these insights with the group after this exercise.

(Note: during each round, I’ll help the participants to visit their cards with some questions).”

6. “Please come back in the group and take any place you want in the circle. Now, I invite you to share the insights you kept after the first round: Why is this project important to you? / What do you like in this project? / What could be a problem in this project? “
7. “Once somebody has finished sharing, the others can relate their perspectives and/or ask questions. In between the sharing, I will read you something from the book I have here. Don’t hesitate to take notes of anything happening in this room today: what you say, what you hear, what you feel, what you think.... not forgetting that this will always be your own point of view, among many others.”
8. “After all of you have had the opportunity to share, you can leave your cards on the floor in the middle of the room and you can go out to take a break.”

## Stage 2- Going deeper: You in the project.

“Before the second round starts, I let you 5 minutes to share about the previous stage and the insight and understandings that you may have reached during the break.

And now, the process is being taken a stage further and deeper.

1. Please, choose another person to make a new pair. Once again, there is A and there is a B.
2. The cards are face down now. Please, take 3 of them.
3. Same process as for the first round: A and B take turns, card after card to tell the other :
  - a. How I would like the project to develop from now on.
  - b. What is impossible for me to bring into the project/what I refuse.
  - c. What I am ready to do in order for this project to be a great success.
4. Please come back in the group and take any place you want in the circle. Now, I invite you to share the insights you kept after the second round about:
  - a. What you are ready to do for the project.
  - b. What will be more difficult for you to achieve in the project.
5. Once somebody has finished sharing, the others can relate their perspectives and/or ask questions.
6. Now that all of you have had the opportunity to share, I’m going to present you a bigger set of cards. Please choose one card without looking at it, never. Everybody has a big card?

Let me tell you what to do with this card: when it is your turn, you show your card to the room. Each participant will look at you and your card and write down what is one of your strengths in the project. Writing down before saying it loud will prevent the others to repeat exactly the same thing. Everyone will have written his/her own point of view about the question and it will surely be different from all the others. And only at the end will you be allowed to look at the card you chose and have the surprise to discover it.

.....

7. And now you deserve another break: before leaving the room, please give me back your big cards and you can add your other cards on the floor in the corner of the room where I put the previous ones.”

### **Stage 3 - Group puzzle**

“Before the third round starts, I let you 5 minutes to share about the previous stages and the insight and understandings that you may have reached.

In a few minutes I’m going to ask you to make up a group puzzle using the cards that you chose in the previous exercises (not the big ones). As you can see, they are back in the middle of the room. Listen carefully to the instructions, because I am only going to explain once, and when I have finished I will not answer any question or respond to anything happening in the room until you complete the puzzle.

During the work, I will take a step back, and just observe and listen to what is happening. But I will not answer any question. I will take notes and share my observations with you at the end of the process.

These are the instructions:

You have 15 minutes to build a group puzzle together out of your cards, with the aim of building your project.

The group puzzle can represent the process you would like to go through in order to build the project and/or represent the group as you would like it to operate. You have just 15 minutes for the task, and...

1. ...you can start now!
2. The puzzle is complete. Please go back to the circle. Who would like to share freely on this last exercise?
3. And now, I will share what I have seen as an observer on the sidelines. The way I’ll do that is totally non-judgmental and you can use my observations in any way that is convenient for you as an individual or as a group.
4. We are going to take a last break before closing this session.”

### **Stage 4 – Summarizing insights and focusing on actions**

“Please go any place in the room and think/write for yourself:

- a. What did you experiment during the last exercise
- b. What does it tell you as a member of the project?
- c. What did you learn about the project itself?
- d. What did you learn about the other members of the project?
- e. Something you want to share?

When you are done, please come back into the circle.

I remind you the objectives of the day from the paper board.

We are going to work on the next step(s) that you wish to take, individually and/or collectively, in order to get “from here to there”.

It will be about action and about starting small, doing something over which you do have control and which is not dependent on someone else or on outside elements.

It is often the wisest way to begin a change, and for you to begin your project.

This “next step” or action will be very powerful, because it will be an expression of your willingness to trust yourselves and others, doing what you think you should do.

In fact, taking action or considering next steps can be an uncomfortable task for you because:

- a. - It focuses you on practical steps
- b. - It can be challenging to declare in front of the group

So, if you are not ready to reveal or discuss your action steps, it is OK.

But in any case, consider that:

- You can move through the block and connect to the power of intention by first “thinking the action”, then saying it quietly to yourself or to just one other person, and only then saying it out loud.
- You can clarify which small action is totally up to you. Being clear about your ability to act purposefully and determine your own course can be the beginning of the desired step.
- You can ask the other participants if they have suggestions or advice for you.

Please clearly note your own action(s) on your paper: it will help you to remember it very precisely.”

## 4. Enjoy and pay it forward...

\* **Points of You Activity Process Developed in France by:**



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