



“Be the captain of your ship!”

- How to be a responsible employee -

Introduction

This workshop is about **leadership development**; and the focus is **personal leadership development**. What does it look like to be a responsible employee? How does this influence you as a person, your own working day, the people around you – how does this influence your life? How will this influence the **working environment** and the leadership in your team?

This is a workshop that will make everyone focus on their own role in the organisation, as well as it is a **team building activity**.

Enjoy and have fun!



Target audience

Groups of staff/department groups/teams incl. their leaders.

Number of participants:

8-20 participants

Supplies:

Points of You – The Coaching Game – 1 game per 4 persons when in groups
Music

**Time:**

5-6 hours total, to be adjusted according to number of participants.

The objectives of the program

- ✚ To stimulate awareness of being a conscious and responsible employee.
- ✚ To optimize the working environment
- ✚ To encourage to a positive, open and honest communication at work
- ✚ To inspire to excellent cooperation at work
- ✚ To enable each one to be their own "captain of their ship" in their lives

Room/space set-up:

A room with chairs set up in a circle to start with. The room must be big enough to spread people into smaller groups where they have enough space to play the card on the floor.

Facilitator preparations:

- ✚ Be prepared on who is participating – what kind of business are they in, what are their biggest challenges in their working environment. You have had, in advance, a meeting with their leader to have his/hers points of view. The leader has prepared the employees by sending them some questions around themselves as part of the team. These are questions that you have worked out together. You want them all to meet up sharp, motivated and excited.
- ✚ 30 minutes before start up;
 - ✓ Check the room, chairs, PC and projector, flip over/whiteboard, pencils and markers, nametags, predesigned work folders to the participants, music, water and glasses, fruit.
 - ✓ Make sure the lighting is to your liking and support your wanted atmosphere
 - ✓ Review the session plan



- ✓ Make sure to have marked the stories/quotes/questions from the coaching book that you will use as part of the plan
- ✓ Go through time schedule; session and breaks.



Activity Process – Step by step

1. Introduction

5 min

- ✚ Introduce yourself briefly and the aim of the program and this workshop today.
 - Ex: "Through this program we are going to examine what factors promote you to be the best version of yourself at work and what factors hold you back. This workshop today has the potential of each one of you getting to know yourself a lot better."
- ✚ Short introduction of the Coaching Game, - combination of picture and text, and introduce what "talk through the card" looks like.
- ✚ Invite them to be open, curious and active in this process, to let things happen without holding back. Leave the judging-attitude outside the room today. This will be a surprising and fun day!
- ✚ Go through the time schedule – there will have good breaks and the importance of getting back from breaks sharp. Be responsible!



2. Define the game rules

(5 min)

- ✓ As a facilitator you are allowed to speak and ask questions at any time, you are also allowed to stop the sharing-session when time is out
- ✓ "Nobody gets to be wrong!"
- ✓ Agree on confidentiality
- ✓ When sharing – just go in, do not hesitate
- ✓ Feel free to talk whatever comes up for you
- ✓ No talking allowed while someone is sharing. (respect)
- ✓ When participant are finished sharing, the group can ask clarifying questions and share their own points of view on what has been shared
- ✓ Other rules the participants want to put in?
- ✓ Play and have fun!

3. "TIME TO PLAY"

Pre-start

(5 min)

- ✚ Everyone will leave the room, when out of the room; undress your title and come back into the room as equals.

Stage 1 PAUSE

(15 min)

- ✚ Before starting to play you want everyone to calm down their brain/mindset, to feel relaxed and in balance
- ✚ 7 minutes PAUSE.
- ✚ Everyone find a comfortable position, either on the chair or on the floor
- ✚ Play meditational music that has a frequency that calms the brain
- ✚ Everyone close their eyes, focus on their breathing – breath in at 4, out at 4.
- ✚ Just flow with what comes up.
- ✚ Sharing their feelings, experience



**Stage 2 Exploration and expanding of points of view***(60-75 min)*

- ✚ Spread cards on the floor in the middle of the room – face up, and ask each one to choose 2 cards.
The card they choose reflect the following (write on the board):
 - **Card 1 - “This is what I enjoy the most at work”**
 - **Card 2 - “This is what I would like to have more of at work”**
- ✚ Give them 5 minutes to choose the cards. They can choose on the topic of the card or the photo, or both. Play soft music while they are choosing.
- ✚ After choosing the cards, ask them to return to their seats and place the cards in front of them.
- ✚ In case where two participants want the same card, give them time to work out a solution for themselves. An option is they both use the same card.
- ✚ Ask everyone to use the following questions to help them go deeper (have these questions written on a flip-over or the board):
 - Can you describe the photo on the card?
 - Do you like it? Why? / Why not?
 - What is the topic on the card?
 - How do you relate to the topic? What does it mean to you?
 - Why did you choose these cards?
- ✚ Begin the sharing session. (If less than 10 people in the workshop make the sharing in the whole group. If more than 10 people, do the sharing in smaller groups; either in pairs or groups of 4.)
- ✚ Everyone is going to share – invite them to go in voluntarily.
- ✚ After everyone has been sharing, ask them to put the cards back in the middle of the room.

BREAK*(10 min)*



Stage 3 – My Photo Album

(90-120 min)

- ✚ Everyone returns to their places.
- ✚ 5 min of sharing in the whole group – what came up during the first session.
- ✚ Read a story suitable – from the book as a closure.
- ✚ Split into groups of 4 people – put chairs in small circles
- ✚ Each group gets their own Coaching Game, and spread the cards face up on the floor – just outside the circle of the group.
- ✚ Ask each of them to think of a challenging issue at work. Be concrete!
- ✚ Each one chooses 4-5 cards.
- ✚ Choose who will go first.



Photo Album-process, part 1

(Each one will have 15 minutes in this part):

- ✚ Talk about your issue through all the cards.
 - What is the story?
 - Talk about it both through text and picture
 - Choose 2 cards that is the most important to this issue – what would it be.
 - Is there a “yes” side and a “no”side to this issue? If so, what cards (all 4/5 cards) are on the “yes”side and which one on the “no”side.
 - How can you tell the story in a different point of view?
 - What do you see from a “helicopter-perspective”.



- ✚ The other participants will listen carefully on what is said, - notice what happens with the energy of the participants, and are allowed to ask questions to help the participant continue (if necessary).
- ✚ Give a sign after 12 minutes – 3 minutes to go and to close the story
- ✚ Ready for the next participant, who will do the same process.
- ✚ Everyone keep their cards on the floor in front of them – and placed in the order that has come out through working their story. Their own Photo album.
- ✚ After all 4 in the groups have worked through their cards there will be lunch break.

Lunch

(30 min)

Photo Album-process part 2

(45 min)

- ✚ Stay in small groups.
- ✚ Start with a story from the book.
- ✚ Everyone will find a title to their photo-album. Max 2 minutes, - using intuition not thinking.
- ✚ Share
- ✚ Give each one the chart (se enclosed) starting with the title, ending with a new perspective.
- ✚ Each one will work with their chart – again using intuition, not thinking.
- ✚ Each participant will use 4 minutes to share their chart in their group, and to share what happened for them during this whole process. What have they discovered about themselves, about the issue?
- ✚ Put the chairs back to the big circles.
- ✚ Sharing – voluntarily. Challenge them to go in and share and give the others some valuable learning from their own processes.





Break

(10 min)

Stage 4 – Summarizing insights and focusing on action (60-70 min)

- ✚ Reorganize the room; put the chairs in two lines in the middle of the room, back to back.
- ✚ Before the participants get back from the break – put the 65 cards in the cards on the floor – face up.
- ✚ Everyone find a seat.
- ✚ Now it is time for taking the next step – call for action.
- ✚ Everyone will choose one card – that represent for them “This is what I will focus on the next 30 days, to bring in more of myself at work.” (Write this text at the board.) Back to their seat.
- ✚ Now: Each participant will be asked to get in front of the group, show their card and a short statement on why they choose this card. Then he/she will find a person in the group – and offer to give it to him/her. The receiver can choose to accept or refuse.
- ✚ If the card is dismissed, someone else can ask for the card, or the card will be kept of the one who choose it.
- ✚ The next participant will do the same, and it goes on until all the participants have done this exercise.
- ✚ Action plan: Everyone will work through their card. Give them a paper with an action plan, what are the things I will take action on – be concrete on practical steps.
- ✚ Pare up 2 and 2 – find an “accountability-friend” – and make regular appointments to follow up the action plan.
- ✚ Back in the circle – sharing what action steps he/she is committed to, for the whole group (voluntarily)





COMPLETION:

- Each of the participants will share in few words what he/she will take with them from today's workshop.
- If anything else comes up that needs to be said before completion, they will do so now.
- Close up the session with a story from the book.

