

Team Mechanics

Moving forward

On the first day of the program you have learned the key points of the team process performance management. The course covered the initiation of the process improvement and provided techniques to understand the current situation.

The next step is to apply the learning in your environment and start to work with your team and learn more about the processes and process management.

In the interim period, you should complete the following:

1. Review your team operation and identify the **three most important process** / activity
2. **Complete or review the SWOT analysis** with your team (or review it) for one of the processes
3. **Develop a Project charter** with them and agree on the Challenge that you want to improve to develop the team performance
4. **Map the current activities** and process to make it visible. Use one of the process mapping technique from the handout.
5. **Complete the process performance diagnosis.** Use the 7 check to identify pain points in the process and measure the process performance. Collect data and visualize the performance and performance trends.
6. **Define your SMART goal** for the next 6-12 weeks

Prepare a flipchart or flipchart size paper that will present the “Owining the challenge” and “Understanding the Current State” elements that you completed (points 1-6. above).

In the interim period contact your “Learning buddy” from the course and discuss your progress, questions and ask for guidance, if needed. Also, help him / her in the team process challenge interim work.

Finally, bring your prepared flipchart for the Day 2 for sharing.

Have a great work!