

Staff Alignment

The goals of this exercise are to 1) review your current staffing plan, 2) align your team, and 3) prepare for project implementation. Consider how best to align staff to maximize the impact of your team's project.

Follow these instructions to complete the staffing plan table below:

1. Identify the discrete aspects of the project and list them across the top row of the table.
2. List the names of all those who will be working on the team's project in the far left column of the table.
3. Identify in the corresponding columns each individual's role in each discrete aspect of the project.
4. Add rows as needed to complete this activity.

	Discrete aspect	Discrete aspect	Discrete aspect	Discrete aspect
Name:				
Name:				

Trust Building

This activity is designed to explore team members' perceptions of one another and to promote open dialogue.

1. Team members identify and share the single most important contribution each of their fellow team members has made to the team.
2. Team members identify and share one area that their fellow team members must improve upon for the good of the team.
3. Team members identify and write down on a note card an underlying challenge or conflict that the team has been unable to discuss openly.
4. Team leader or facilitator collects the cards and reads them out loud.
5. The team selects one or more of these conflicts to discuss openly. If the leader/facilitator notices discomfort over the conflict, he or she asks team members not to retreat from healthy, honest discussion.