

Team Charter Example

Team Purpose: [What unique value does our team deliver?]

Customer & Stakeholder Needs

[What expectations do our stakeholders have of us?]

Productivity Practices

[What are the ways of working that maximise our productivity?]

Communications & Tech

[How will we communicate and collaborate effectively?]

Key collaboration opportunities

[What times and places will we come together each week?]

'One simple thing'

[What is one element of flex each team member would like to build into their week?]

Team Charter Creation

PLANNING WORKSHOP FOR INTACT TEAMS

The flexible working landscape had changed rapidly over the last few years, leaving managers and teams in a challenging position. Most of us know the benefits of flexible working, but not many of us have been given practical tools for implementing it well.

The creation of a team charter is a simple, yet hugely effective, way to shift flexible working from being a challenging puzzle for managers to solve, to a team-led driver of productivity and wellbeing.

Workshop outline

In this two hour workshop your team will:

- Learn practical tips & techniques for effective remote and hybrid working
- Agree when you will come together in person and how to make effective use of this time for maximum connection and productivity
- Agree how you will meet and exceed stakeholder expectations
- Learn the team charter approach to successful flexible working
- Design and document your own team charter

What's included

- 2x prep meetings with team leader to understand your context, flexible working goals and key challenges
- Review of your current flexible working policy and guidelines
- Facilitation of the two hour workshop (in person or virtual)
- Creation of your Team Charter
- Check in and Q&A meeting one month after workshop

Investment - \$3,500+GST

(Discounted rates available for bookings of two or more teams)



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meeting

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