



Performance **Management** Coaching

TEAM-CARDS ORIGINAL™

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RULES OF THE 'GAME'

The aim of the Team-Card Original™ card game is to improve communication between team members, identify team strengths and weaknesses and to develop a team development action plan that all the team members commit to. There are some key principles involved and these are: honesty, openness, a no blame culture, a willingness to address issues as challenges and a solutions based focus to creating the action plan.

The rules of the game are as follows:

- 1. A Facilitator must be appointed. The role of facilitator is to ensure each person in the team receives a card and then to ensure that once the cards are read out a productive discussion takes place between the team members.**
- 2. A time keeper must be appointed to ensure that the time allocated for the game is monitored and an 'action-taker' should be appointed to ensure that any actions that arise from the discussions are recorded along with whose responsibility they are and what timescales are agreed for the actions to be completed.**
- 3. Each person in the team will receive a card from the facilitator but only after the previous person has received their card, answered the question on the card and the discussion around the question has taken place. ALTERNATIVELY – If the team is a large team then break the team into pairs or threes and then issue a card for them to discuss and then present back.**
- 4. When a person (or pair / three) receives their card, they must read out the question and then give their own open and honest answer to that question. The game will only work if team members are honest in their answers.**
- 5. Once the team member (or pair / three) has given their answer then the facilitator will encourage discussion and debate around the question with a view to ensuring that any agreed actions that result from the discussion are recorded.**
- 6. This process continues until each person has received a card, answered the question and the discussion has taken place. Further rounds can be under taken if time allows.**
- 7. The facilitator is considered a member of the team and they too have to take a card and give an answer.**

TIPS FOR FACILITATORS

- **Always outline the process, rules and regulations relating to the use of the Cards. Stress that although this a serious team development session, the session should also be a bit of 'fun'!**
- **Ensure that you get agreement as to what the desired outcomes are for the Cards session and agree what positive behaviours are needed to ensure the outcomes are achieved.**
- **Ensure that a Timekeeper and Action Taker is appointed by the team.**
- **Always make sure that the Cards are picked (one by one) by the team members and that you do not 'deal' out the Cards.**
- **Once a Team Member has picked a Card ensure that they read the Question or Statement out clearly so that all team members hear and understand.**
- **Encourage the team member to comment after they have had enough time to think of their answer and / or comment.**
- **If the Team member's answer is not clear or you feel it is not being understood ask them to clarify or expand on their answer or comment.**
- **Check that the other Team members have understood the question, answer and / or comment and then ask each individual their views. Make sure everyone contributes.**
- **Make sure that any relevant comments and actions are recorded along with responsibilities and timescales.**
- **Always ensure that you make team members feel valued by thanking them for their contributions whilst also managing any 'personality' clashes or dynamics. Do not accept behaviours that upset the process or the other team members.**

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Details of Allan's **P.A.R.T.N.E.R.S.** process can be found at www.pmcscotland.com