

# FACILITATOR GUIDE: OBJECTIVELY ASSESSING YOUR TEAM

## THE FACILITATOR'S JOB:

1. To create a positive learning environment
2. To maintain the group's focus and keep them on track with course material
3. To encourage everyone to participate
4. To remain neutral, treating everyone fairly, making sure everyone has a chance to participate and encouraging everyone to engage
5. To ask the sample questions below or insert your own

## LEARNING OBJECTIVES FOR THE COURSE:

1. Understand the importance of putting the right people in the right seats
2. Assess your people and place them into the Star Chart
3. Build a people development strategy for each one

## SESSION LENGTH: 60 - 90 MINUTES

### General (5 - 10 minutes)

1. What was your greatest takeaway from the course?

### Module 1 (10 - 15 minutes)

1. Trevor states that 'one good person = three great people.' Have you found this to be true? Can you share an example?
2. Think of a wrong fit you've had. What effect did they have on the team?
3. How do you score on the 'top goals for leaders'? Score yourself out of 10 for each one:
  - ✓ Find the best players for your team
  - ✓ Tell them clearly what to do
  - ✓ Provide feedback and coaching

### Module 2 (5 - 10 minutes)

1. Is the Harris Interactive employee survey true for us?
  - ✓ 37% knew the company's goals
  - ✓ 20% were enthusiastic about them
  - ✓ 20% could see how they could work to support the goals
  - ✓ 15% felt empowered to work towards the goals
  - ✓ 20% fully trusted the company they work for

**Module 3 (20 - 30 minutes)**

Draw the Star Chart on a large flip chart or whiteboard.

Ask each participant to draw a copy of their own star chart grid. Ask them to plot their key people on the grid.

If you feel comfortable with it, plot all of the people on the large flip chart for all to see.

Emphasize confidentiality and discuss your results.

1. How can we communicate the values to the whole organization?
2. Does every person in a leadership role live out the values?
  - ✓ Write the values down and have each leader score themselves out of 10 for how well they live out each value.

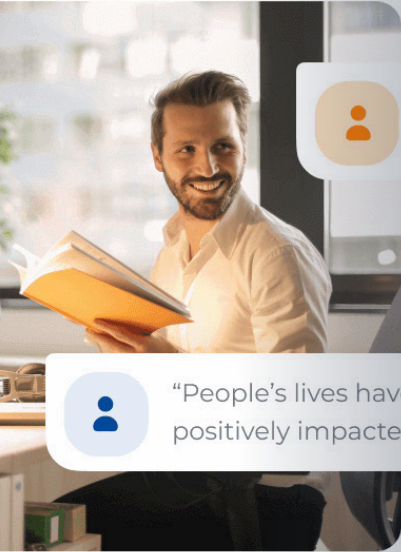
**Module 4 (20 - 25 minutes)**

1. Discuss the A players. Are any in danger of being/becoming a flight risk?
2. Discuss the B players. Which are travelers and which are nesters?
3. Discuss C players. Are there people who simply aren't working out?
4. Discuss D players. Do we have 'productive but difficult' people on the team?
5. Now, write down and share what your next steps are when you leave the room. Will you encourage a Star, develop a Star Potential, fire a wrong fit, or confront a 'Productive but Difficult'?

**Wrap-Up**

1. Any other questions/comments?
2. Discuss which course is next, when it will be completed and the date/time of our next meeting.

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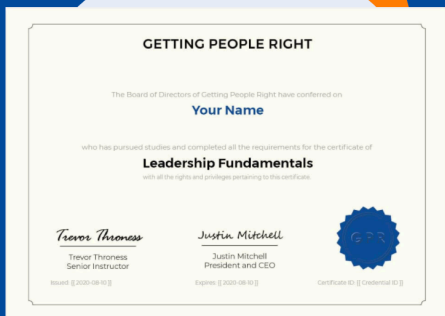
GPR's leadership courses will teach you the practical skills you need to build strong teams and enhance your career. The curriculum has been developed by a faculty that has experience successfully scaling businesses and in the coaching of high growth organizations. Our mission is to teach business owners, managers and career builders how to build strong teams by putting the right people in the right seats.

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