UNCAP Master Training Team





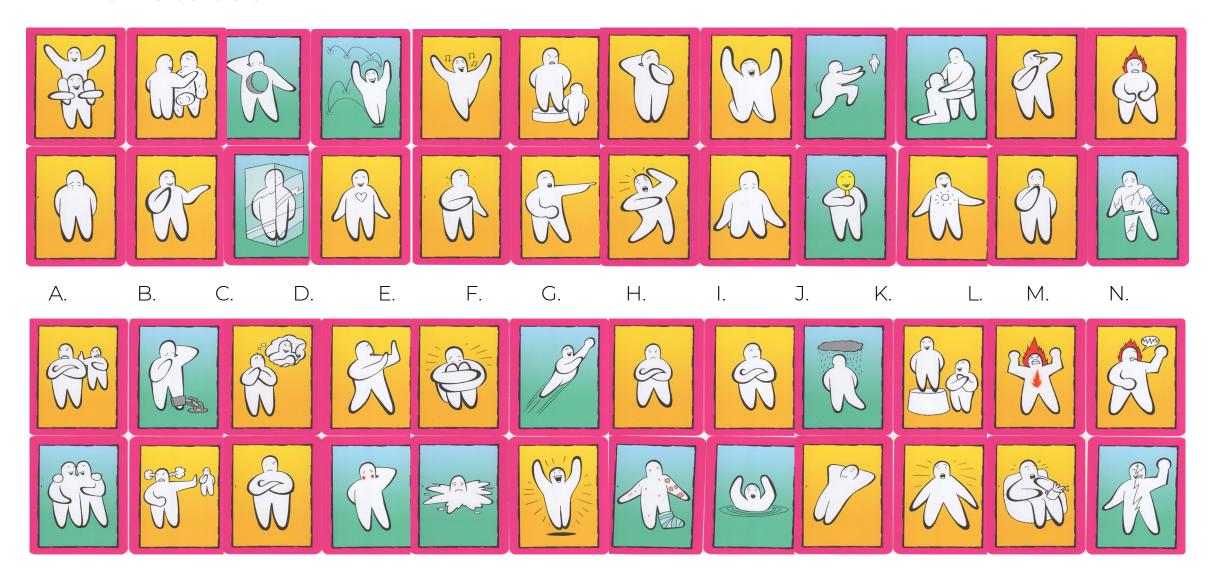






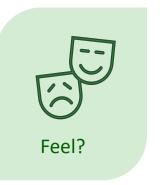


Arrival states



Check In



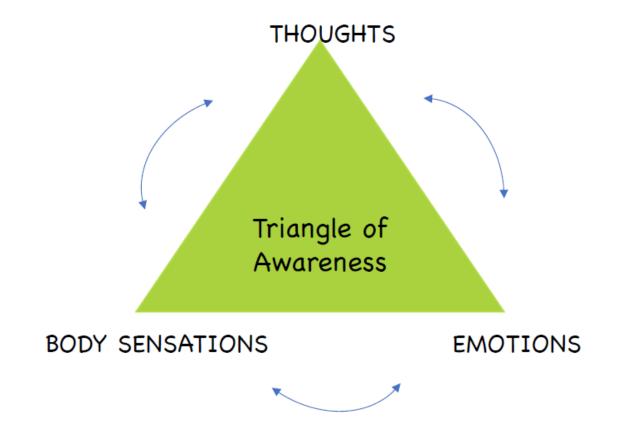








Mindfulness





PAUSE

What is here now; physical sensations, thoughts and emotions?

BREATHE

Just being with the breath and body

CARRY ON

Responding with awareness and kindness

www.thrivinglife.eu









Exercise: Key to me Disclosure (30 minutes)

In groups, share your Key to Me focusing on the following areas:

- 1. Preferred ways of receiving feedback
- 2. Key strengths and Weaknesses
- 3. Specific needs and work preferences
- 4. Challenges in the workplace





The BELBIN Circle Exercise

- 1. Enter your names or initials in the segments that correspond to your top two Team Roles. (you can find these on the 'Team Role Feedback' page of their Individual report.)
- 2. Once names have been entered, discuss and analyze the findings.
- 3. Come up with a list of five strengths of the team, and five possible weaknesses.
- 4. Take three action points from your discussions to increase the team's effectiveness







Team Strengths:

| 1) | | | |
|----|--|--|--|
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |

Team Weaknesses:

| 1) | | | |
|----|--|--|--|
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |
| | | | |





Action Points:

1) 2) 3)





Break







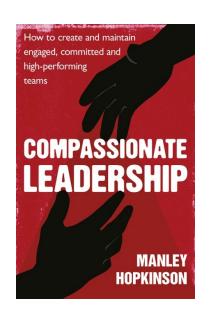


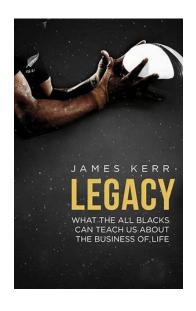
What is 'Collective Brilliance'?

'A team is greater than the sum of its parts'

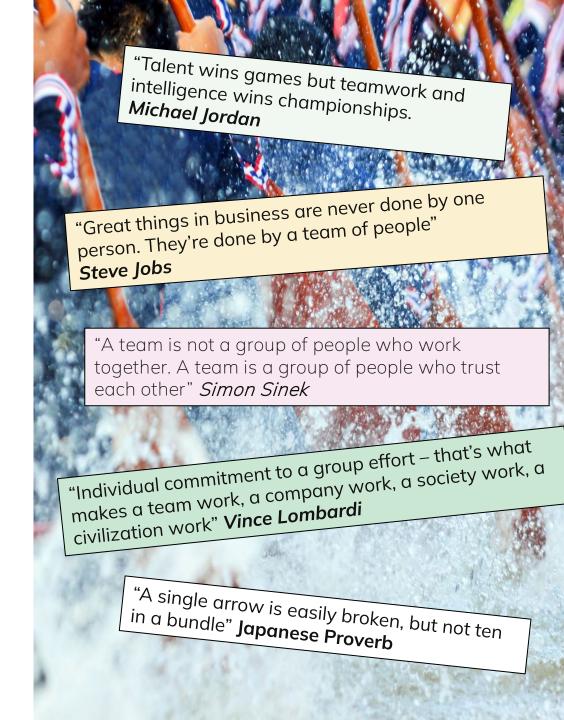
'Securing the best for all'

Creating the environment for success

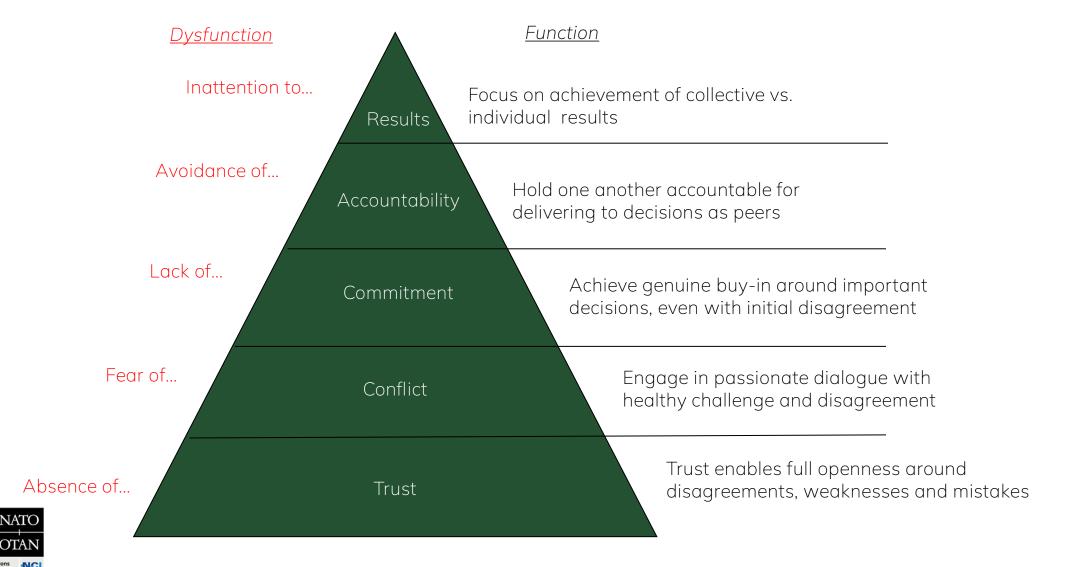








Patrick Lencioni's 5 dysfunctions of a team





Discuss in 3 groups & capture your feedback on a flip:

What were the key messages from the 5 Dysfunctions of a team video?

What lessons are of particular relevance to UNCAP (master training 'team') as a whole team? Is there any overlap with your HPT criteria from yesterday?





Your Lencioni team Assessment

| Dysfunction 1: Absence of Trust | Dysfunction 2: Fear of Conflict | Dysfunction 3: Lack of | Dysfunction 4: Avoidance of | Dysfunction 5: Inattention to |
|---------------------------------|------------------------------------|---------------------------|--------------------------------|----------------------------------|
| Absence of Trust | rear or connec | Commitment | Accountability | Results |
| Statement 4: | Statement 1: | Statement 3: | Statement 2: | Statement 5: |
| | | | | |
| Statement 6: | Statement 7: | Statement 8: | Statement 11: | Statement 9: |
| | | | | |
| Statement 12: | Statement 10: | Statement 13: | Statement 14: | Statement 15: |
| | | | | |
| Total: | Total: | Total: | Total: | Total: |

A score of 8 or 9 is a probable indication that the dysfunction is not a problem for your team.

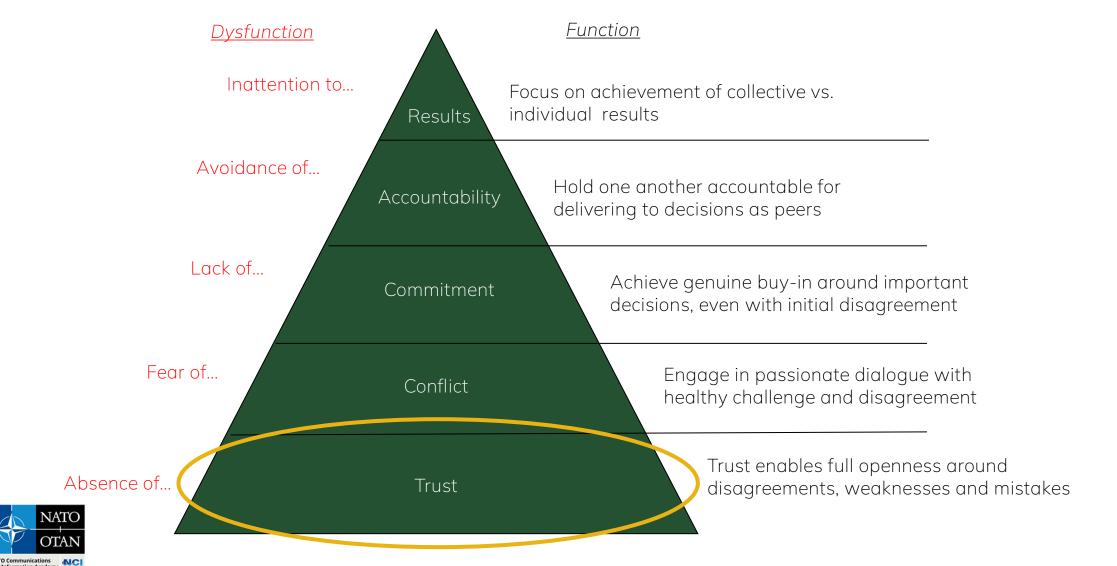
A score of 6 or 7 indicates that the dysfunction could be a problem.

A score of 3 to 5 is probably an indication that the dysfunction needs to be addressed.





Patrick Lencioni's 5 dysfunctions of a team



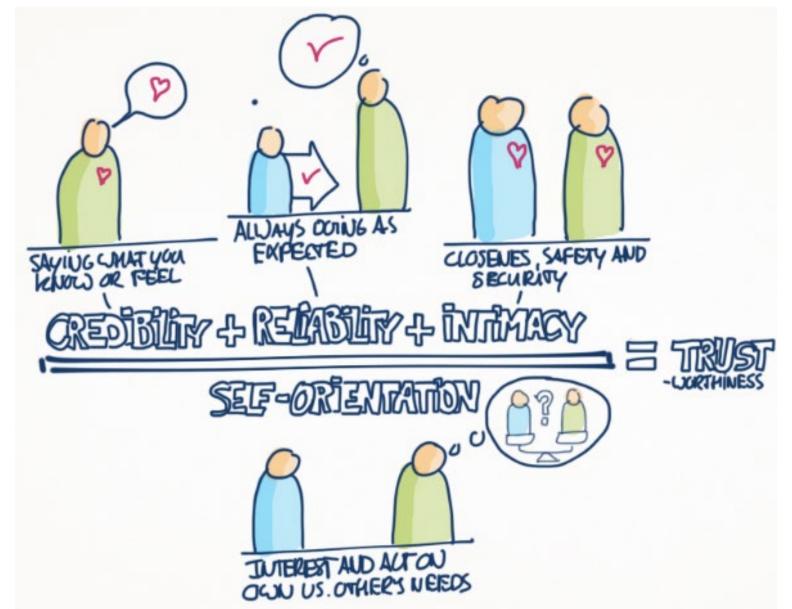


What is Trust?





The Trust Equation







"No quality or characteristic is more important than trust"

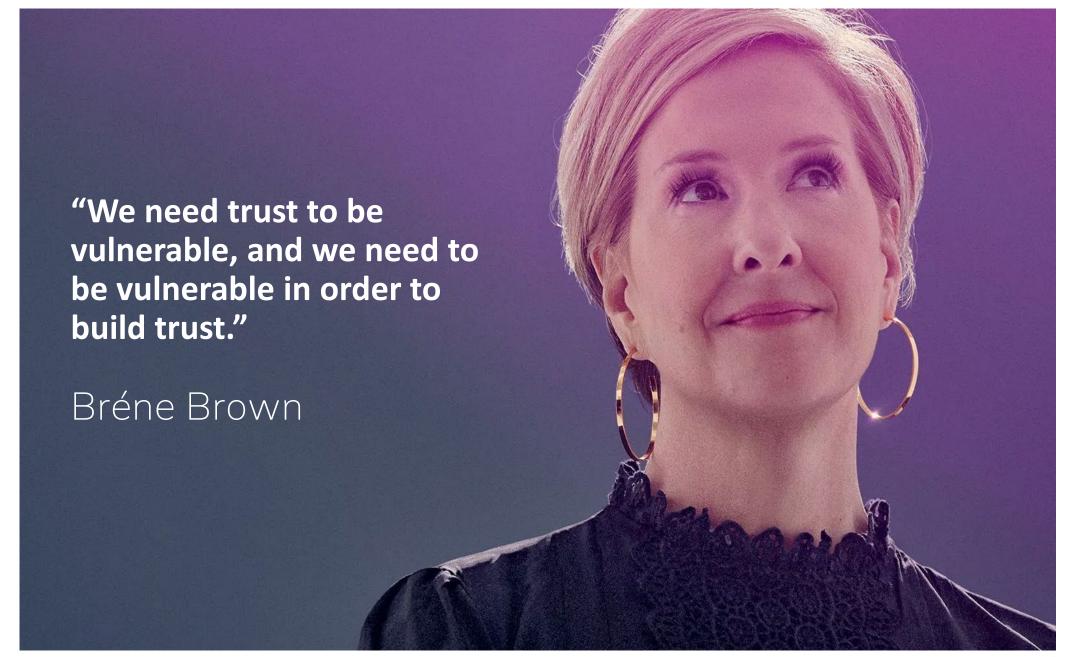
A Definition: Charles Feltman

'Trust is choosing to make something important to you vulnerable to the actions of someone else'

'Distrust is deciding what is important to me is not safe with this person in this situation (or any situation)'











How do we build trust?

Did you suggest any of these ideas?

- Behavioral profiling (eg behavioural tendencies, MBTI, Belbin) shared & safe language
- Knowing each other's strengths & areas for development
- Open, honest, transparent
- Deeper disclosure
- Maps of the world & perspectives listening & questioning Feeling heard & being listened to
- Trust equation discussions
- Coaching conversations broadening perspective
- Check ins





LISTEN







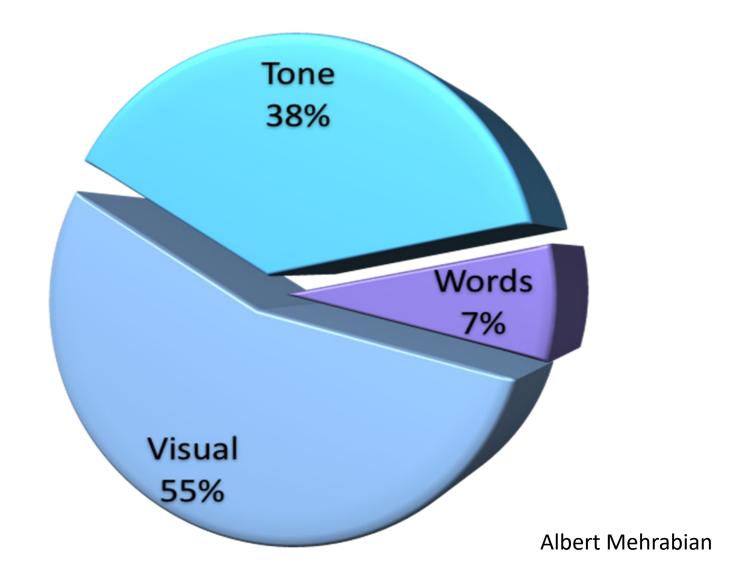
SILENT







The whole communication message







Do you ever listen with......

- Giving Advice like "I think you should ..."
- Explaining your situation "But I didn't mean to ..."
- Correcting the person "Wait! I never said that!"
- Consoling the person "You did the best you could ..."
- Telling a story "That reminds me of the time ..."
- Shutting down feelings "Cheer up. Don't be so mad."
- Sympathizing "Oh you poor thing ..."
- Interrogating "How come you did that?"
- Evaluating "You're just too unrealistic."
- One-Upping "That's nothing. Listen to this!"





Covey's 5 levels of Listening

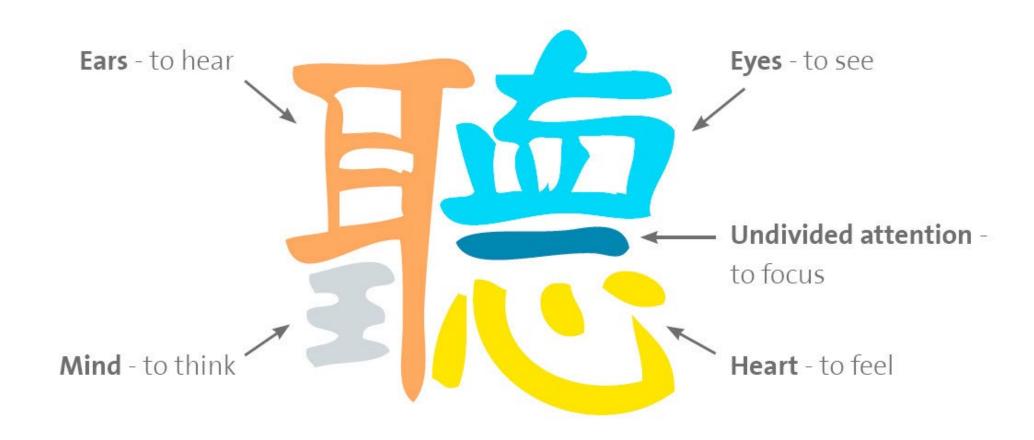
Listening continuum Empathetic listening - stop thinking about anything else other Within the other persons map of the than what the other person is saying world **Attentive listening** – paying attention and focusing on what the speaker says **Selective listening** – hearing the parts of the conversation that interest you – ready to respond Within your map of the world **Pretend listening** – give the appearance of listening with casual gestures **Ignoring** – no effort to listen



Common

levels

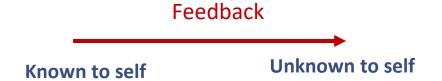


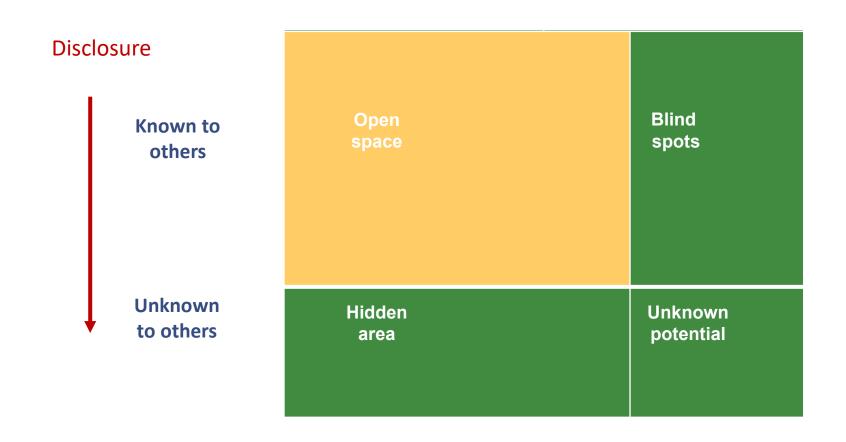






Building Trust in Teams









Lencioni deepening trust exercise

In his "Field guide", Lencioni uses several exercises to build trust in a team. One of which is a personal histories exercise, rooted in powerful questions.

Breakout pairs with your buddy for 10 minutes to share a topic of your choice.

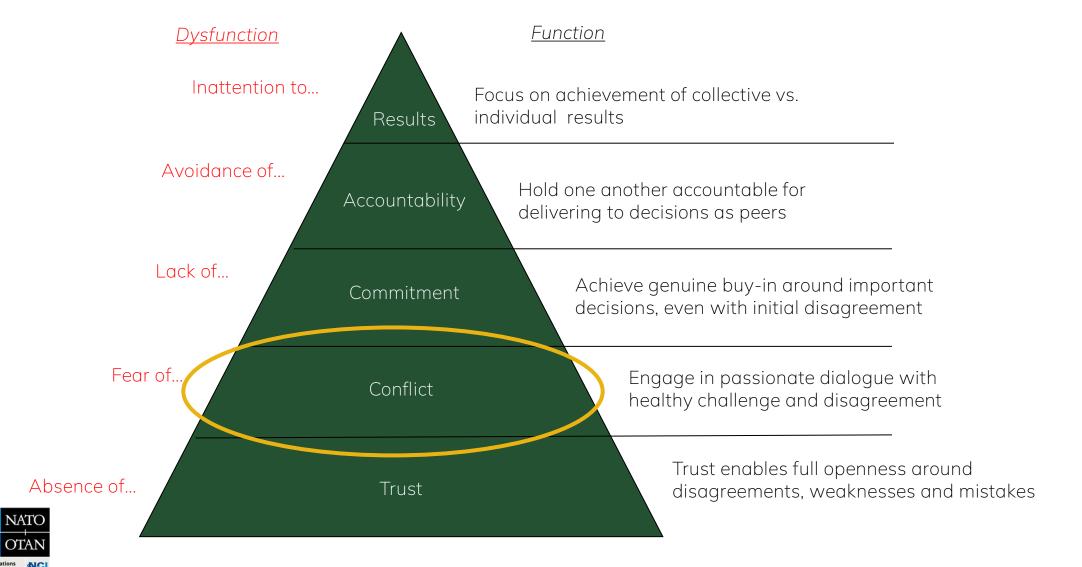
- An internal belief you hold that's holding you back
- A moment in your life that shaped the person you are

Practice your listening skills when you buddy is sharing their story:-



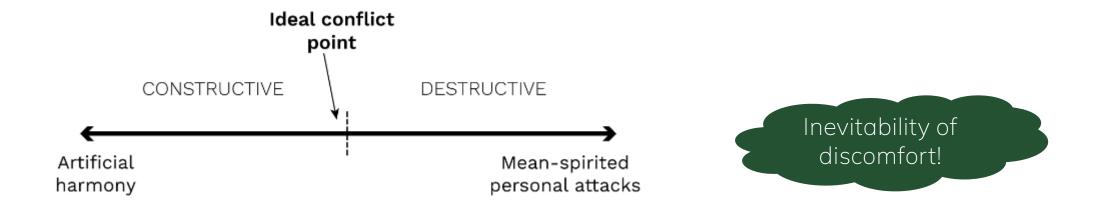


Patrick Lencioni's 5 dysfunctions of a team





Creating healthy conflict



How to get there

- Conflict profiling
- · Creating space in meetings for debate & discussion changing meeting agendas
- Discuss your conflict norms considering different cultural styles
- Real-time permission remind people that conflict is a good thing





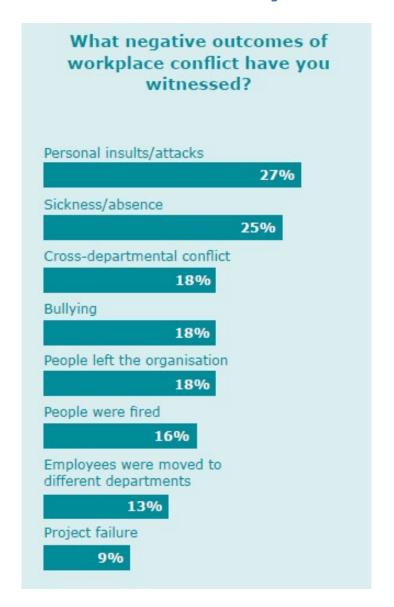


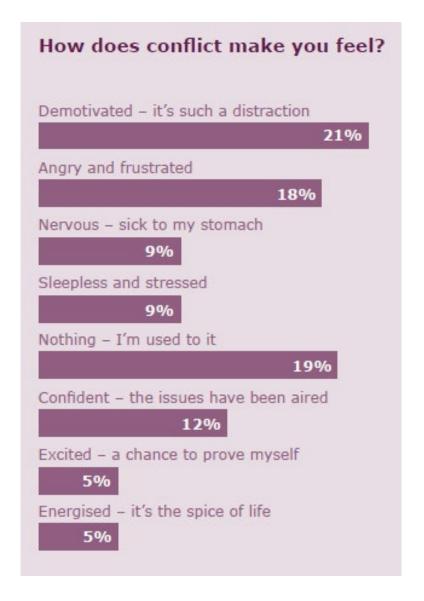
How does conflict make you feel?





How does conflict make you feel?

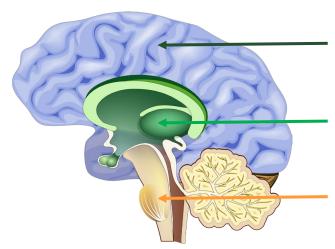








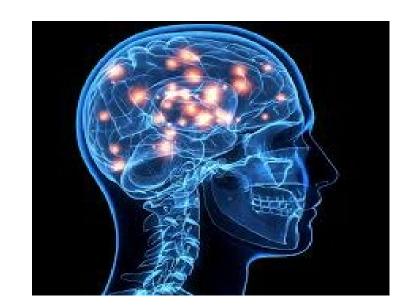
Brain Basics

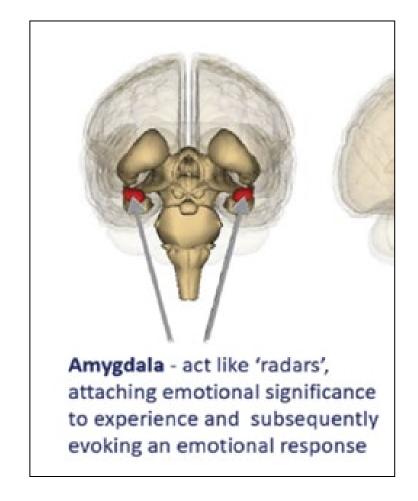


Neocortex "New / Human" brain Complex thinking, Logic, Reason

Limbic System
"Mammalian" brain
Emotion, feeling

Reptilian brain Survival, instinctive

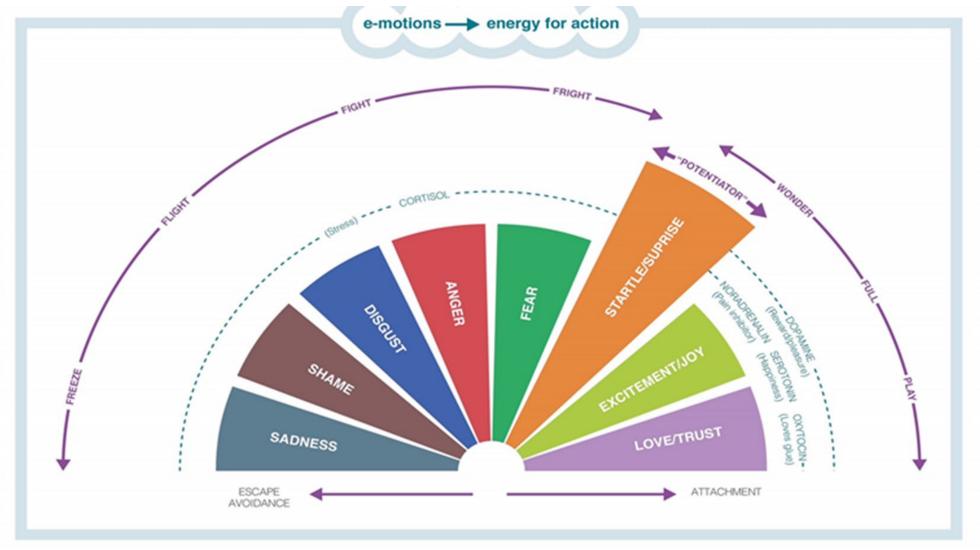








Our emotions







Threat Response

Fright - Fight - Freeze

- Built in and automatic human response to physical threat!
- Role in evolution!
- Useful to us?
- What about non-physical threats?





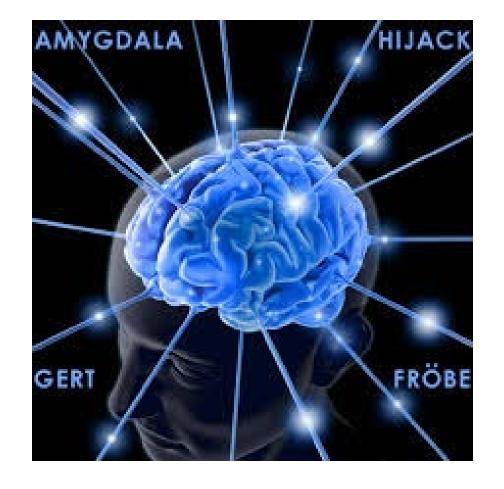


An Amygdala Hijack – what happens?

Immediate and overwhelming, and out of measure with the actual stimulus because it has triggered a much more significant emotional threat

When in amygdala hijack you:

- Can only think about what's troubling you
- Memory is poor and can only remember what's relevant to the threat
- Can't learn anything new rely on old learned patterns
- Can't innovate or be flexible







What are your triggers?

Write down 2 triggers maybe a situation/ a meeting/ a person & discuss with a partner for a few minutes. Think 'what gets the worst out of you?'

The Top 5 amygdala (emotional) triggers

- 1. Condescension
- 2. Being treated unfairly
- 3. Being unappreciated
- 4. Feeling you are not being listened to
- 5. Being held to unrealistic deadlines

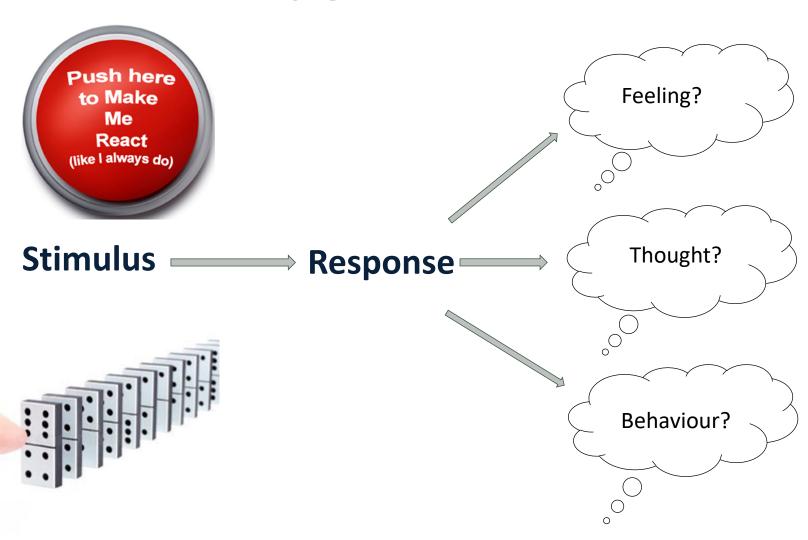






The Role of the Amygdala

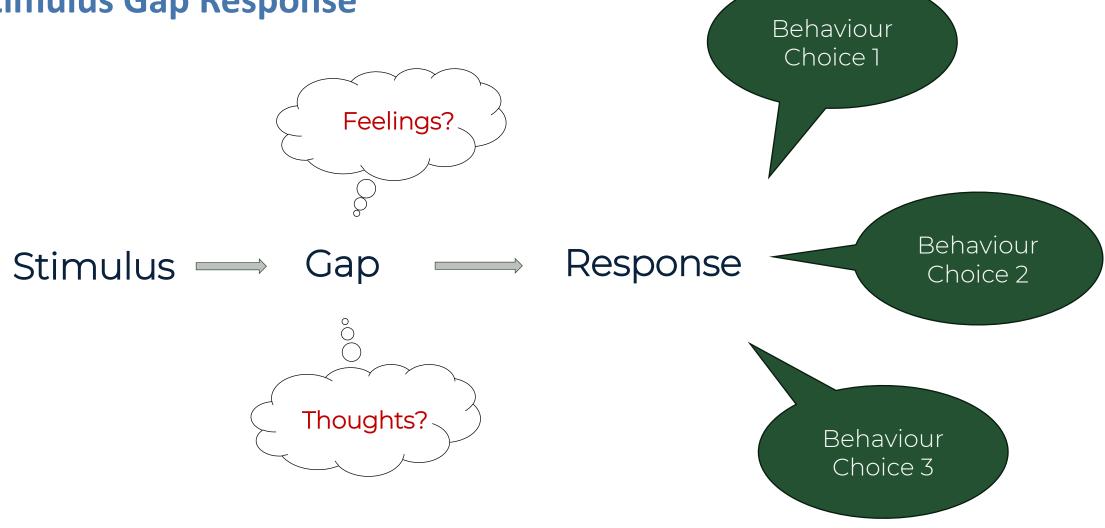
Trigger





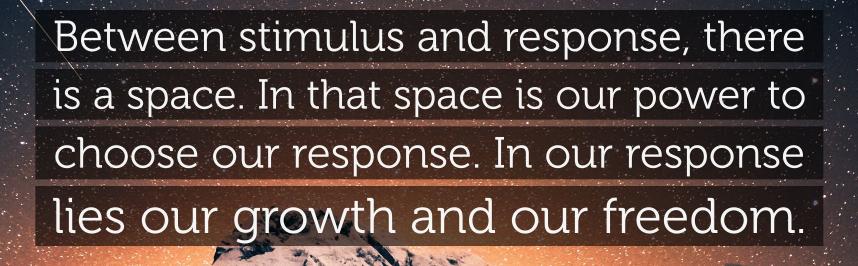


Stimulus Gap Response

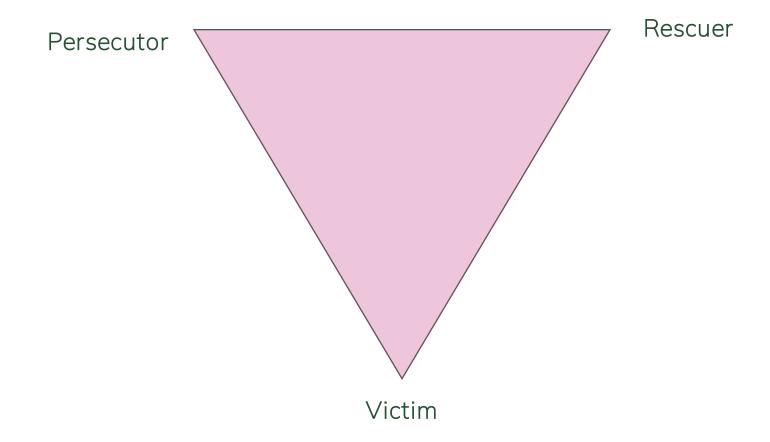








The Drama Triangle







Karpman Drama Triangle

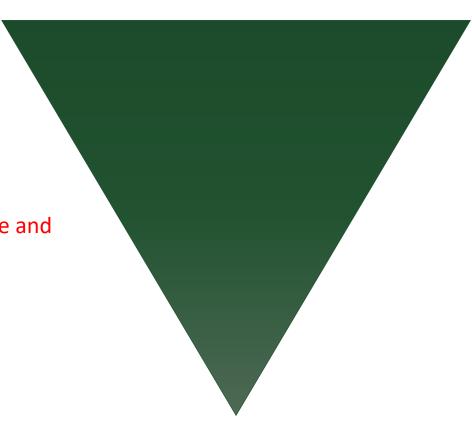
Persecutor

Aggressive Angry Judgemental

Discounts others value and integrity

Discounts self







Downtrodden
Helpless
Complains of unmet needs





Rescuer

Over-helpful Self sacrificing Needs to be needed

Discounts other's ability to think for themselves



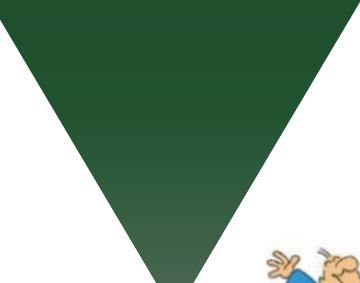


Winners Triangle

Assertive

Knows own feelings, needs and wants Non-judgemental Uses "I" Messages

Accepts others value and integrity





Gives help when asked Cares and understands Doesn't need to be needed

Accepts other's ability to think for themselves



Shares real feelings



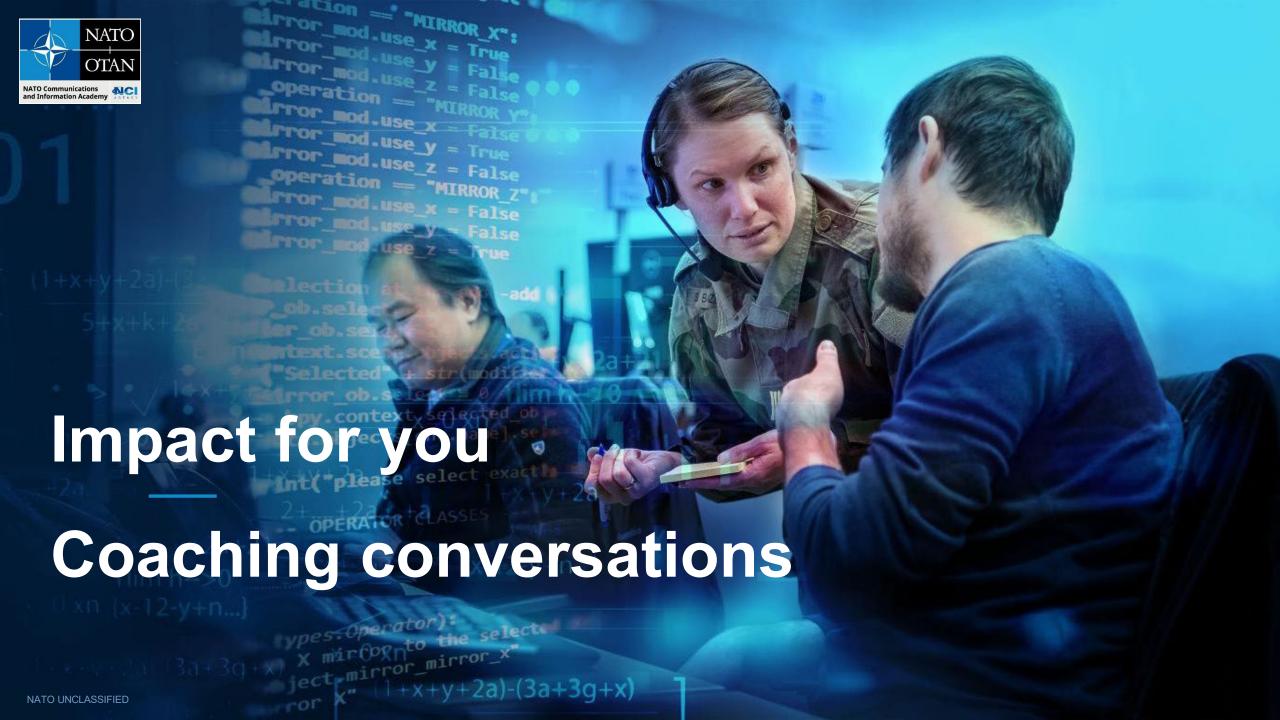




Lunch



| BEHAVIOUR (FROM) | BEHAVIOUR (TO) | WHY? | WHO? | HOW?and when |
|---|----------------|------|------|--------------|
| Not understanding or trusting each other as much as we could | | | | |
| Being misaligned or unfocussed on Vision, Mission & strategy | | | | |
| Lack of consistent understanding roles & responsibilities, procedures & standards | | | | |
| Not being agile nor adaptive enough | | | | |
| What else? | | | | |
| | | | | |



Enabling growth & development

What is coaching?

The art of facilitating another person's learning, development and performance.

It raises self-awareness and identifies choices.

Through coaching, people are able to find their own solutions, develop their own skills, change their own attitudes and behaviours.

The whole aim of coaching is to close the gap between potential and performance.

Jenny Rogers, Senior UK Coaching Author





A continuum of interventions for learning & leading



Who is the expert?
What's the time & energy required?
Who owns the outcome?
How engaging does it feel?





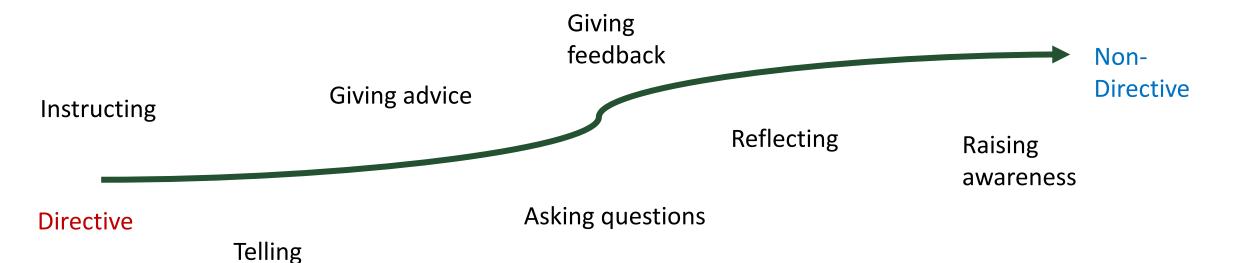
Coaching & Mentoring – what's the difference?

Mentoring

Mentoring is a **more directive** approach where somebody (the mentor) shares their knowledge, skills and experience for the benefit of others

Coaching

Coaching is a **less directive** approach where somebody (the coach) asks questions in order to raise a person's awareness and help them generate helpful insights & ideas that are their own.







Core Coaching skills

- Asking open & 'powerful' questions
- Building rapport / relationship
- Active listening
- Reflecting back
- Giving supportive feedback
- Being curious / open minded leaving your own assumptions at the door – what is the other person's 'map of the world'?
- Using your intuition
- Avoiding giving your ADVICE







Your Advice Monster







Taming your Advice Monster

Tell it monster

Noisiest monster

'I'm convincing you that the only way I add value here is to give the answer; in fact, if I don't have the answer I will fail'

Short term wins:

- Short term wins ego based
- Person with the answers all the time
- Status people come to me for solutions

Cost:

- Becomes the bottleneck
- Exhaustion
- Your advice may not be as good as you think
- It disempowers 'I'm not as smart'





Save it monster

Quieter monster

With an arm around you, 'I care for everyone', 'I have the biggest heart'. Ensures no one fails, sees job to save and rescue everyone. Feels noble.

Short term wins:

- Gets it done ('even if I do it myself')
- People feel supported

Cost:

- Exhausting rescuing everyone
- Not allowing any responsibility & accountability
- Message to others: 'I can be sub-optimal as there is always someone to 'clean up' after me
- Infantilsing people



Sneakiest monster

In charge; the only way for success is maintaining control 'If I step away for a moment there will be chaos', 'if I let others do it, there will be chaos'!

Short term wins:

- Status, power & security 'people feel safe around here'
- Not anxious about the unexpected happening

Cost:

- Exhausting controlling everything
- Trying to control things you can't actually control
- Can't be agile, unable to adapt



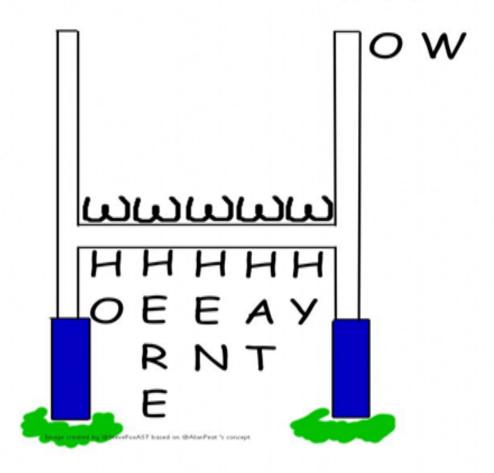
Asking Questions





Asking questions

Open questions begin with:



Beware of "why?" questions





Effective questions 1

| Closed | Open | Active |
|--|---|------------------------------------|
| Is this an effective strategy for you? | What makes this an effective strategy for you? | Please say more / tell me about |
| Is there more to be learned here? | How can you take learning from this experience? | Help me understand |
| Did you try something different? | What did you try? How did it go? | Show me how |





Effective questions 2

Notice the emotional response you may get from each column

| Negative Questioning | Positive Questioning | | |
|--|---|--|--|
| Why are you behind with your schedule? | How is the project progressing? | | |
| Why haven't you done it? | What support do you need to succeed? | | |
| What went wrong? | What worked well? | | |
| What's the problem? | What problems will you have to overcome? | | |
| Do you know what you're doing? | What do you hope to achieve? What steps do you think you should take? | | |





Examples of Powerful questions

Powerful / Insightful questions

What's on your mind?And what else?

What's important about that?

What would the consequences of that be for you or for others?

What's the hardest or most challenging part of this for you?

What's the REAL challenge here for you?

What would you gain / loose by doing / saying that?

If someone said / did that to you, what would you feel / think / do?

If you're saying yes to this, what are you saying no to?

What else is possible for you?

What is your responsibility here?





Coaching Task

In buddy pairs:

Coach each other (20 minutes each way - timer)

- As coachee: an opportunity for supported thinking. Bring a REAL issue around your contribution to this team
- As coach: an opportunity to practice your coaching skills







This evening....

- 1. Any personal reflections in your journals
 - Reminder of the portal: www.ambito-portal.com. Select the UNCAP tab & password in T34mw0rk
- 2. Evening social agenda UNCAP Team





Check Out for today

How are we doing?

Clear?

Curious?

Concerned?



