

# TEAM BUILDING WORKSHOP

## REQUEST FORM

Name: \_\_\_\_\_ Expected number of staff to attend: \_\_\_\_\_  
Title: \_\_\_\_\_ Date of request: \_\_\_\_\_  
Office/Dept: \_\_\_\_\_ Preferred date(s) for workshop: \_\_\_\_\_

Additional information about team building needs:

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## WHY AND WHEN SHOULD YOU CONDUCT A TEAM EXERCISE?

Stepping back from the day-to-day for a team exercise helps a team plan ahead, build relationships and resolve challenges. Offices and teams may avail of a teambuilding workshop to address the following opportunities:

- When teams are newly formed, or if they have undergone significant change in membership or leadership
- When there has been a significant shift in the team's priorities or there is misalignment between the team's current functions and how the team needs to work in the future
- When the whole team needs to engage in formulating its response to a change
- When unresolved conflicts hold the team's performance back
- When circumstances require the team realign its direction and goals
- When collaboration requires understanding among team members of roles and responsibilities

The session is designed and led by a neutral facilitator who assesses the needs and tailors an approach for the particular objectives of each team. All information shared with the facilitator is advisory and confidential.

## WHAT CAN A TEAM EXERCISE ACHIEVE?

Teams can make progress during a workshop if:

- At least one full day can be committed to the effort
- The full team is present, and all team leaders are involved
- The team leader has articulated concrete outcomes and commits to the follow up actions that the workshop identifies.

## PAST EXAMPLES

Team exercises have helped teams to:

- Create a team vision and overarching goals that inspire the team to commit to delivery of results
- Learn interpersonal techniques to build trust and resolve conflict
- Align between and across teams or units to foster collaboration, promote shared coordination of interdependent actions
- Smooth out the working relationships and processes for dispersed teams (working in different locations/ time zones) or for teams needing to blend different office cultures and styles
- Synchronize strategy, structure, processes, and the talent in the team with its programme of work
- Develop a shared understanding of 'how we work together' to create an enabling environment
- Adapt to changing conditions and position the team accordingly
- Add individual development to team goals

## WHAT ABOUT LEADERSHIP TEAMS?

Leadership or management teams benefit from concentrated efforts to:

- Develop cohesion as a management team speaking in one voice
- Think together and arrive at new structures or ways of deploying the talents in the office, division, or department
- Work out differences in style and communication to build a shared workplace culture
- Begin a business transformation process

## HOW DO YOU REQUEST A TEAM EXERCISE?

Fill out the form on page 1 of this document, and submit the form to Carina Stern from the Organizational Development Section in OHR, at [stern@un.org](mailto:stern@un.org). Carina will meet with the unit head to discuss needs and options.

## WHAT HAPPENS NEXT?

Upon confirmation of the team workshop, the facilitator will:

- Consult with the team leader(s) about the objectives for the workshop
- Assess the needs through brief phone interviews and/or surveys with all team members
- Review themes with the team leader and develop an agreed-upon methodology for the workshop
- Facilitate the exercise and review the outcomes with the leader to recommend follow-on actions

