

Effective Teaming Program Practices

Self-Awareness Micropractice

Intention / Attention / Attitude to increase Self-Awareness

What:

A practice of taking three mindful breaths that can help you to refresh, to be more present, to get off of autopilot, to make a choice about what to do next.

How:

Take three breaths.

1. First breath: Complete attention to the process of breathing
2. Second breath: Let the body relax
3. Third breath: Reflect:
 - What are my intentions for this interaction?
 - Where is my attention?
 - What attitude will support the outcome I desire?

When:

- Before an important conversation
 - To refocus attention and/or reconnect to the quality of attention you'd like to have in that moment
 - When you feel activated by something
 - Before you transition from one activity to another
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Trust Equation

Adapted from: David Maister, "The Trusted Advisor"

What:

An easy framework to consider and assess the interpersonal dynamics that help build or erode trust.

Model: Trust =
$$\frac{\text{Credibility} + \text{Reliability} + \text{Connection}}{\text{Self-Interest}}$$

Trust Micropractice

What:

A simple self-reflection practice that can be used at any time to re-orient to prosocial behaviors that support building trust.

How:

Ask: "How can I inspire more trust in this moment?"

Same Side Mindset

Attitude Micropractice to increase Self-Awareness

What:

A 3-part practice helping to orient to a same side mindset..

How:

1. Start with a deep breath to focus attention and awareness
2. Visualize yourself sitting side-by-side with the other person(s)
3. Shift language from "I" statements to "we" statements

When:

- In any meeting with co-workers, especially when working out a problem or opportunity
- In preparation for a meeting or conversation as a way to set intention, attention, and attitude

Open-Ended Questions

Communicating Belonging

What:

Using open-ended questions to support both inclusion & belonging

Examples:

- “Tell me more about...”
- “Help me understand...”
- “What I heard you say is... is that accurate?”
- “What is exciting or difficult about...?”
- “How can I best support you?”

BONUS TEAM PRACTICE!

Minute to Arrive

Micropractice for teams to be present

What:

A practice for groups to support becoming present and focused. This can be a useful tool when starting a meeting at work, or whenever you begin a new work task with others.

How:

Pause before you begin a meeting or group activity and invite everyone to take 1-minute to focus inward (placing attention on the breath or just taking a moment to slow down and collect your thoughts), allowing the body and mind to settle and focus on what you are about to begin.

When:

- Before a meeting at work
- Before starting a new task