



# COLLABORIZZA®

## A Self-delivered Approach to Creating Thriving Teams

**THRIVING TEAMS** are built on healthy relationships, clear and common purpose, trust and equal voice. Their members talk easily, listen to and learn from each other, they foster diversity, share values and share accountability. Impactful teams are responsive and proactively collaborate.

### *How well does this describe your team?*

If you are a team leader or a team member, **Collaborizza** will help your team explore, assess and develop these vital collaborative elements.

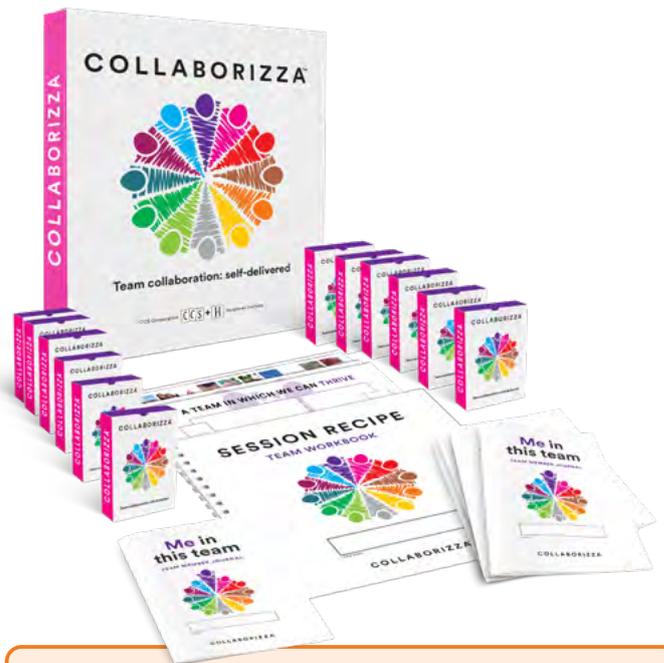
Specifically designed to be self-delivered, **Collaborizza** gives your team a way to lead itself through a comprehensive team development session rich in quality conversation, honest sharing and fresh perspectives.

By following the step-by-step group session plan and individual follow-up activities, your team will gain insights into how they can increase performance and success by working with a focus on collaboration, confidence and connectedness.

Developed by CCS Corporation and Hargraves Institute, **Collaborizza** is a kit of materials incorporating findings from both company's extensive research and practice into how to prime groups for collaboration and how to help them deliver high performance.

**Collaborizza** will guide a team to:

- ☑ explore what they need to thrive and how to enhance collaboration within their team and with other teams
- ☑ apply skills and tools to build positive collaboration and create impact
- ☑ use the six factors that influence collaboration as a lens to improve everyday teamwork
- ☑ use individual follow-up materials to build on workshop outcomes and consider practical collaborative actions for their team.



### QUICK FACTS

#### **Purpose**

**Collaborizza** gives a team an easy, effective way to lead itself through group and individual activities that will help them collaborate and thrive by developing better relationships, clearer purpose and better habits.

#### **Who is it for?**

Any team with a common purpose and a desire to be more collaborative, aligned and productive.

#### **Team size**

Teams of up to 12 participants.

#### **Duration**

Kit includes materials and activities to run a half-day workshop for the whole team and a 45-minute individual follow-up activity for each team member.

#### **Easy preparation**

Pick someone to be the Session Guide and have them review the kit materials a few days before the session so they can guide the team through the workshop. The Session Guide does not need to be an experienced facilitator and can be the team leader or any nominated team member.



## HOW DOES IT WORK?

**Collaborizza** is a complete team collaboration workshop in a box that brings together two powerful tools: CCS Corporation's proven image card facilitation system known as CCS Cards, and Hargraves Institute's Collaboration Assessment Tool for Teams.

The **image cards** provide an easy way for even inexperienced facilitators, to create a safe, constructive space for their team to have honest, open and robust conversations about performance and collaborative behaviour.

The **collaboration assessment tool** then provides the team with an objective way to evaluate their current capacity for collaboration and identify immediate actions they can take to help them thrive and do better.

The kit includes all the know-how you need (tools, templates and instructions) to run a half-day group workshop and individual follow-up activities for up to 12 team members. With one team member taking the role of Session Guide, the team leads itself through an innovative set of team development discussions and diagnostic activities — recording their findings in the Team Workbook as they go.

Following the workshop session, individuals take away their own Team Member Journal and a pack of Collaborizza Cards to further explore the team's findings and consider how they will transfer these outcomes to their daily work practice.

As a team guides itself through the engaging group process, discussing and recording their findings, they will uncover their ideal way to work together and build the trust and connection required for innovative collaboration. They will feel the difference and they will know what to do to become even better and to keep thriving.

## WHAT ARE THE OUTCOMES?

At the end of the group session and individual follow-up activities, the team members will have:

- experienced enjoyable, high quality, team communication with honest disclosure and fresh insights that will carry into daily teamwork
- a unique visual record of the elements they believe they need to thrive and the impact they desire to have — recorded in the Team Workbook
- a documented team assessment of the six aspects of team collaboration (belonging, trust, engagement, autonomy, competence, sense of progress)
- agreed to specific quick-win actions for improving their collaboration
- explored how they can personally align with and contribute to the team's desired collaborative impact — recorded in each team member's Team Member Journal.





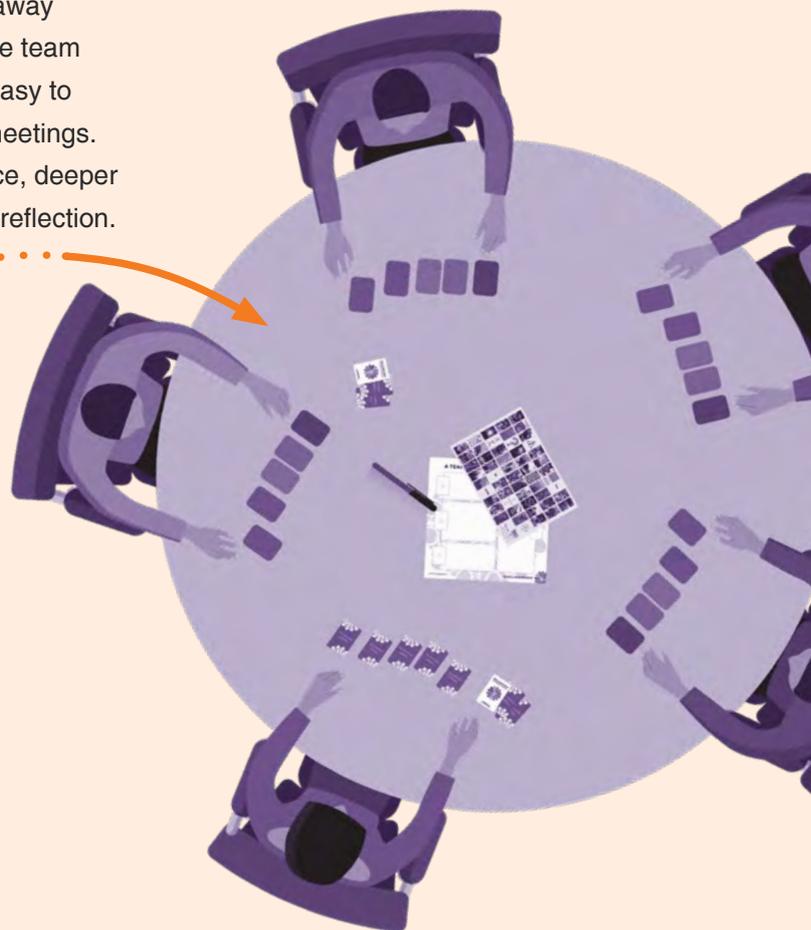
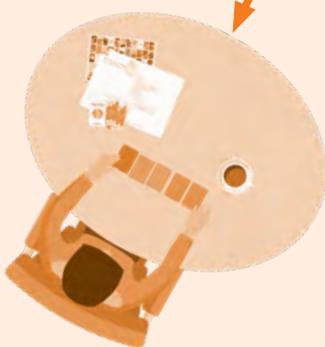
## KEEPING REMOTE WORKING TEAMS CONNECTED WITH A FACE-TO-FACE COLLABORIZZA

Organisations with remote working or distributed teams, recognise the importance of periodically bringing their teams together for face-to-face workshops. They see the benefits of providing opportunities for team members to get to know each other as people, in-person, as a way to counter the often very transactional virtual communications.

These face-to-face meetups can focus on building strong connections, trust, belonging and psychological safety, to help maintain camaraderie across the distributed team.

Collaborizza is an excellent tool for these important meetups. It creates easy, enjoyable connections, even between team members that meet infrequently, and creates a safe space for them to focus on the elements that they believe will see them thrive. Even better, it can be self-delivered by the team to the team, whenever and wherever they choose to gather.

**Keep on connecting:** the Collaborizza Cards that team members use extensively in the session and take away for follow-up activities, can also be used to keep the team connecting in future meetings. The cards make it easy to shake things up a little in face-to-face and virtual meetings. They can be used to add creative spark, equal voice, deeper sharing and disclosure, better listening and critical reflection.





## WHAT'S IN THE BOX?

A **Collaborizza** kit includes materials to run a half-day group workshop for a team of up to 12 participants and a 45-minute individual follow-up activity for each team member. Each participant receives a pack of Collaborizza Cards, a Team Member Journal and a sheet of vision stickers. Extra sheets of vision stickers and templates are included for group work during the workshop session.



### Session Recipe Team Workbook

Doubling as both a step-by-step session plan and a place to capture and assess the team's discoveries, the *Session Recipe Team Workbook* includes everything you need to help you prepare for and deliver a successful, interactive team session.



### Collaborizza Cards (×12 packs)

Collaborizza Cards use the proven power of images and carefully chosen game-like activities to prime teams for collaboration by building emotional connection, engagement, creativity and quality communication.



### Vision stickers (×18 sheets)

Vision stickers are used to make it easy for team members to record and share their Collaborizza Card choices during the session. Each team member will also use vision stickers to complete the critical reflection follow-up activity.



### A team in which we can thrive sticker templates (×4)

Used by the team during the session to record choices and findings made by subgroups.



### Team Member Journals (×12)

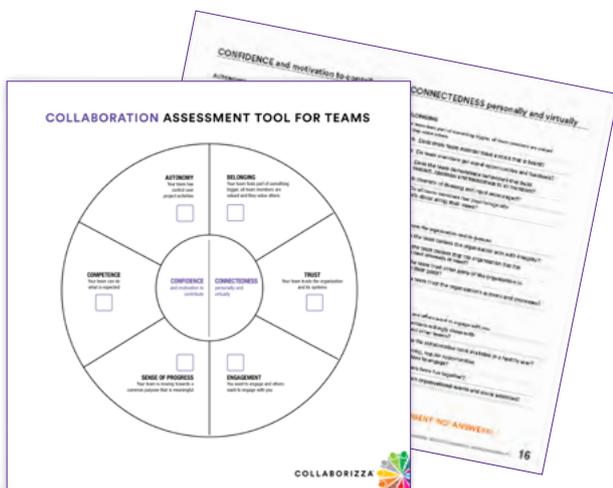
The *Team Member Journal (Me in this team)*, is used by each participant during the session to explore and assess their own thoughts about team collaboration, and after the session to help transfer the session outcomes to their daily work practice.



## Collaboration Assessment Tool

Hargraves' *Collaboration Assessment Tool for Teams* provides an objective way for teams to evaluate their current capacity for collaboration and identify immediate actions to help them thrive.

Research shows that if every individual within the team feels confident about their place and purpose, and they know how to connect with others both personally and digitally, collaboration will be more successful. This tool uses six factors to describe confidence and connectedness, which combine to deliver collaboration.



### Confidence comes from:

- *Autonomy*: the feeling that you have control over what you are doing.
- *Competence*: the feeling that you can deliver what is expected.
- *A sense of progress*: the feeling that you are heading in the right direction.

### Connectedness comes from:

- *Trust*: the feeling that you will not be harmed; that your interests will be served as you will serve the interests of others.
- *Belonging*: the feeling that you are a valued part of something bigger and that you value others.
- *Engagement*: the feeling that you want to reach out to others and others want to reach out to you.

## WORKSHOP RUNDOWN

The *Session Recipe Team Workbook* will guide your team through the following activities:

Part A	mins
<b>Session overview and expectations</b>	10
<b>Let's get started</b>	25
Inspirational opening activity to set the tone for the session and introduce team members to the image cards they will be using throughout Part A.	
<b>What do we need to thrive?</b>	30
Small group work and whole team activity to explore specific elements of a thriving team. Small group findings recorded on vision sticker templates. Whole team findings recorded in the Team Workbook.	
Part B	mins
<b>Assessing our collaboration</b>	45
Individual and group activity to understand the elements of confidence and connectedness and their impact on collaboration, assess the present level of these in the team and set action plans for improvement.	
Individual assessments recorded in Team Member Journals. Whole team combined assessment recorded in Team Workbook.	
Part C	mins
<b>Because of our team...</b>	35
Small group and whole team activity to envision and unite around the impact the team will have. Whole team findings recorded in Team Workbook.	
<b>Visual appreciation activity</b>	10
A rewarding and relationship building sharing activity to close the session.	
After session	mins
<b>Me in this team activity</b>	45
Individual after-session follow-up activity. Results recorded in Team Member Journal.	