OpenAgile Team Member Training
12 & 13 September 2011

Facilitators Guide

Day 1

Pre 9am   One flip chart paper taped to the wall for each of the following: truthfulness, consultative decision-Making, systematic learning, team, paths of service, parking lot

Greet each participant before start of session

9AM – START

Nica   **Paper Airplane exercise** (20 minutes)

- Intro activity & round one
  - do exercise, hand out money, instructions for round 2
  - say something about subject matter experts vs. Learners
    - 'sake of this exercise....sme vs. Learners....'
- Round 2
  - what was the difference between round 1 & 2 – ask people to hold up $$ to show a quantitive difference
  - how did what you learned in round 1 change what you did in round 2? were there instructions shared that helped?
- Conclusion – why
  - why do you think we did this exercise? What does it have to do with OA?

- "Everything we do in the classroom has a purpose"
- Purpose of the activity:
  - each team member is a subject member in something
  - each has a valuable contribution & encourage each to be respectful of these contributions
  - accelerated learning principles (concept) = high interactions in the course

Nica — Introductions, etc *(30 minutes)*

- Introduction of Nica & Jim, & parking lot

- Name Tents: Name, with one visual – something about them, & one thing they like about their current job

- Expectations: what they expect from the two days – in table teams (on flip chart paper) & then share

- Create 'rules' together
  - Each do post-its
  - Put up on flip chart paper
  - Prioritize & remove (potentially)

Jim — Self Organizing teams *(20 minutes)*

Ask the participants to organize themselves in a line based on their answers to   these three questions. Do one question at a time.
- How long have you been with your current employer?
- How familiar are you with OpenAgile?
- When was the last major change in your life – business or personal?

- Facilitator's questions:
  - As the facilitator what role did I play in this exercise?
  - Did you notice I did not evaluate the results?
  - What difference would there be if I organized everything?
  - Tell me the one word that defines why this worked (communicate)
  - What would the result be if you attempted to organize by texting?

Jim/Nica Why OpenAgile – Memory Map exercise *(10 minutes)*

- build/draw the memory map (see our model)
- Defer most of questions from participants

BREAK

Nica Foundation One: Truthfulness *(30 minutes)*

- Intro that there are three foundations to OA, the first is Truthfulness
- pass out handout
- Study, Discussion - & write out some thoughts in table teams on what they learned from the handout, etc. ,
- Exercise – Who is trustworthy?,
- Reflection

Nica   **Foundation Two: Consultative Decision-Making**
(60 minutes)

Straight into activity:

- pull one person from each table – take out, tell them they will be planning a party (no other info)
- hand out role play cards for Non-Consultative version – each person is to play their role
- reflect in large group – how did the 'leaders' feel about their team?
- take out two more people
- hand out consultative version
- reflect in large group – what was the difference?
- What qualities and attributes animated the second consultation?

Provide handout – encourage to Study, Discussion, Reflection on their own time or breaks, etc.

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ONE HOUR LUNCH

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Jim   **Foundation Three: Systematic Learning (the Learning Circle)**
(60 minutes)

Study, Discussion, Exercise – Self Assessment, Reflection
- Handout or refer to the handouts (2)
- Walk through the material and explain the concept
- Ask the participants to break into groups of 2 or 3 and have them explain the Learning Cycle to each other
- Handout the Learning Cycle self-assessment and have the participants complete it
- Reflect on their results.

Jim — Process Overview of OpenAgile *(30 minutes)*

- Penny exercise
  - Compares Waterfall, Kanban and OpenAgile
- Handout - offer the participants a choice.
  - They can attempt to explain the Overview to each other, or
  - We can explain it to them, then they can explain it to each other!

BREAK

Jim — Role of the Team Member *(20 minutes)*

- Ask the participants, based on their reading, what do they think the team member role is?
- Behaviours in the process: volunteer for tasks, contribute to consultations, meetings,
- Adopt the learning circle (planning, reflection, learning, action) etc.

Nica — Day 1 Wrap up *(10 minutes)*

- Pluses & Deltas
- For tomorrow start to think of what you learned & application
- Challenge: Tonight try to apply one thing you learned today

Day 2

Nica — What Did You Learn? *(20 minutes)*

- Each to share one thing learned & one possible application (one they did, or would like to)

Jim — Teams *(20 minutes)*

- Stages – forming, storming, norming, performing
- team room – show picture & talk about benefits
- where do the 3 foundations we discussed yesterday apply in the team environment?

Nica — OpenAgile Meetings *(20 minutes)*

- Effective meetings have a CLEAR: purpose, start & end time, & agenda
- OA meetings reflect some of this but with greater 'agility'
  - Engagement meeting
    - purpose – sets up cycle (ie. One week, two weeks)
    - time – depends on cycle length
    - agenda - reflection, learning, planning
  - Progress meeting
    - purpose – aligns team members
    - time – depends on work period length (ie. A day)
    - agenda – answer four questions: What did you do, what are you going to do, obstacles?, what did you learn?
  - Other meetings
  - Important to remember: truthfulness, consultative decision making, the learning circle

Jim — Paths of Service: Process & Growth Facilitation
(20 minutes)

- Process facilitation – what do the participants feel the major aspects of the PF path of service
  - helps the team adopt the OpenAgile process effectively and keeps it on track
  - in our progress meeting, if it goes too long, someone can comment and this is an example of process facilitation.
- Growth facilitation – what do the participants feel the major aspects of the PF path of service
  - when they help the team implement the concept of organic growth in the teams results, skills, processes and tools

BREAK

Jim/Nica — Team Simulation – Comic Book (3 hours)

- follow the guidelines and handouts

PART WAY THROUGH COMIC BOOK - LUNCH

Jim — Certification & Community (5 minutes)

- go to OpenAgile.com
- 404 members
- 94 readiness Certificate Holders
- 17 Team members

Nica   **Presenting OpenAgile** *(60 minutes)*

- Outcomes
- (ask someone to come up and write some of the points out on the flip chart)
  - Do you consider that OpenAgile is a viable methodology to:
    - Increase productivity – how?
    - Gain greater involvement in process – how?
    - increase individual effectiveness – how?
  - How is OpenAgile relevant to your reality?
  - How can you apply it regularly?
  - How does your willingness to share the inherent value of OA effect how you (and others) will apply it? Learn from it?
- Exercise
  - Present how you would answer these questions:
    - So you were just at an OA training – what is it?
    - Your boss says: Do you think OA has value here at our company? (How?/Why?)
  - Direction: individually, in groups, pairs, etc.

Nica   **Q & A – Refer to Parking Lot if required** *(30 minutes)*

Jim/Nica   **Summary and Conclusions & feedback forms**

**The items above, including timing,
may change based on the needs of the participants**

OpenAgile