Agile Activities

ASL\_03 – Agile and Teamwork

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# Notes

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| General Notes |
| Use this space to make any notes on the topics covered during the session   |  | | --- | |  | |

# Activity 1 – Long-term Teams

|  |  |
| --- | --- |
| Long-term Teams | |
| 1 | What long-term teams can you think of who focus on projects?   |  | | --- | |  | |
| 2 | What long-term teams can you think of who focus on specific business aspects/tasks?   |  | | --- | |  | |

# Activity 2 – Organisational Teams

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| Organisational Teams | |
| 1 | What is the organisational chart for your workplace?   |  | | --- | |  | |
| 2 | What organisational teams exist and what do they do?   |  | | --- | |  | |
| 3 | Where do you fit in within your organisation structure?   |  | | --- | |  | |
| 4 | Where do you fit in your organisational team?   |  | | --- | |  | |

# Activity 3 – Project Teams

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| --- | --- |
| Project Teams | |
| 1 | Can you think of any project teams in your organisation?   |  | | --- | |  | |
| 2 | Do they sit within an organisational team or across many?   |  | | --- | |  | |
| 3 | What is the common goal or objective?   |  | | --- | |  | |

# Activity 4 – Roles

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| Roles | |
| 1 | What roles can you spot in your working teams?   |  | | --- | |  | |

# Activity 5 – Belbin Role

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| Belbin Role | |
| 1 | According to the Belbin-type test what did it identify you as?   |  | | --- | |  | |

# Activity 6 – A Leader’s Point of View

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| --- | --- |
| A Leader’s PoV | |
| 1 | Can you think of any project teams in your organisation?   |  |  |  | | --- | --- | --- | | **Team Role​** | **Task Example​** | **Justification​** | | **Resources Investigator**​ | Look at resources, tools that can be used for a given task in a project​ | Is likely to think ‘out of the box’ and look at the options which exists to support the task and will enjoy sharing their findings​ | | **Teamworker**​ | ​ | ​ | | **Coordinator**​ | ​ | ​ | | **Plant**​ | ​ | ​ | | **Monitor Evaluator**​ | ​ | ​ | | **Specialist**​ | ​ | ​ | | **Shaper**​ | ​ | ​ | | **Implementer**​ | ​ | ​ | |

# Activity 7 – Myers-Briggs

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| Myers-Briggs | |
| 1 | What result did you get from the Myers-Briggs style test?   |  | | --- | |  | |
| 2 | What does this mean?   |  | | --- | |  | |
| 3 | Does this sound correct to you?   |  | | --- | |  | |
| 4 | Look at the other types.  Do these make sense when you think of your colleagues and teammates?   |  | | --- | |  |   How could you use these personality types to inform your choices as a leader?   |  | | --- | |  | |

# Activity 8 – Miscommunication

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| --- | --- |
| Miscommunication | |
|  | Have you ever received or sent communications which did not receive the response you expected? |
| 1 | What were you trying to communicate?   |  | | --- | |  | |
| 2 | What response did you get?   |  | | --- | |  | |
| 3 | Why do you think they responded how they did?   |  | | --- | |  | |
| 4 | What did you have to do to ‘fix’ the situation?   |  | | --- | |  | |
| 5 | Did it take more effort to fix than it should have done?   |  | | --- | |  | |

# Activity 9 – Barriers

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| Barriers to communication | |
| 1 | What other barriers to effective communications can you think of?   |  | | --- | |  | |

# Activity 10 – Types of communication

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| Types of Communication | |
| 1 | What types of communication are there when working with others?   |  | | --- | |  | |

# Activity 11 – Active Listening

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| Organisational Teams | |
| 1 | Have a discussion with others.  Discuss anything you want for example:   * The weather * How great your manager is * What you are doing next time you are on annual leave etc.   Whilst others are talking think about demonstrating the skills of being an active listener.  Whilst you are talking think about how you can tell if the others are actively listening |
| 2 | How did this feel as the listener?   |  | | --- | |  | |
| 3 | How did this feel as the person talking?   |  | | --- | |  | |
|  | Repeat the above but without actively listening |
| 4 | How did this feel as the listener?   |  | | --- | |  | |
| 5 | How did this feel as the person talking?   |  | | --- | |  | |

# Activity 12 – Easy or Difficult

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| --- | --- |
| Easy or Difficult | |
| 1 | What makes communications easy or difficult to understand?   |  | | --- | |  | |
| 2 | How could you make difficult to understand communications easier to understand?   |  | | --- | |  | |
| 3 | As an Application Support Specialist how could you make sure your communications are effective?   |  | | --- | |  | |

# Activity 13 – Adapting for Position

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| Adapting for Position | |
| 1 | How do you vary your communication style based on the person’s role? Why?   |  | | --- | |  | |
| 2 | How do you vary your communication style based on whether someone is internal or external? Why?   |  | | --- | |  | |
| 3 | Does this sound correct to you?   |  | | --- | |  | |

# Activity 14 – Adapting for Understanding

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| Adapting for Understanding | |
| 1 | How do you vary your communication style based off someone’s technological understanding (for either internal or external communications)? Why?   |  | | --- | |  | |

# Activity 15 – Customers

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| Customers | |
| 1 | What is a customer?   |  | | --- | |  | |
| 2 | Why do they matter?   |  | | --- | |  | |
| 3 | Is the customer always right?   |  | | --- | |  | |
| 4 | How do you interact with customers?   |  | | --- | |  | |

# Activity 16 – Always Right?

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| Always right? | |
| 1 | If a customer is incorrect or disagrees with you, how do you manage this?   |  | | --- | |  | |

# Activity 17 – Your Customers

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| Your Customers | |
| 1 | Who are your customers?   |  | | --- | |  | |
| 2 | What service or product do you provide them?   |  | | --- | |  | |
| 3 | What would they do if you provided poor customer service?   |  | | --- | |  | |
| 4 | How do you know if you are providing good customer service?   |  | | --- | |  | |

# End of Day Reflection

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| --- | --- |
| End of Day | |
| 1 | * On ELMS find the reflection for the session you are in. * Complete the reflection choosing the relevant duties for the topic covered that day * If you haven’t yet used the material covered during today’s session, then write about how you will cover it in future. * Attach any evidence and this file to your reflection * Select sign-off checkbox * Press save and close |