Empowering Communities, Leveraging Diversity

ABILITIES · **BELONGING** · **LEADERSHIP** · **EMPOWER**

TomoWork's Talent Accelerator Programme

Where we are

Getting to know
each other

Understanding the
client and company
Empathy

Meeting the
corporates
Test

Working as
a team

Planning
the project

**Design +
Ideate**

TOMO
WORK
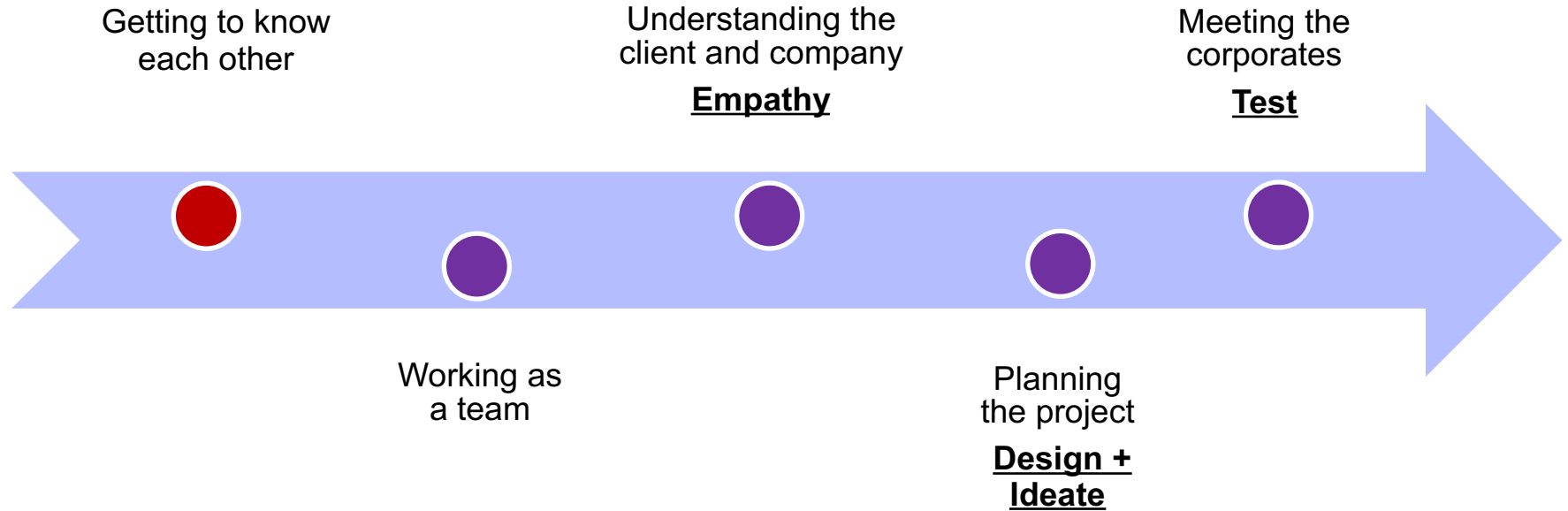
Team Name, and why???

Marshmallow Exercise

The challenge is simple:

In 18 minutes, build the tallest free-standing structure out of 20 sticks of spaghetti, 1M of tape, 1M of string and 1 Marshmallow. The Marshmallow must be on top!

20 Sticks of Spaghetti

1M of Tape

1M of String

1 Marshmallow

Peter Skillman – Building a tower, building a team

The Best:
Kindergarten School Graduates
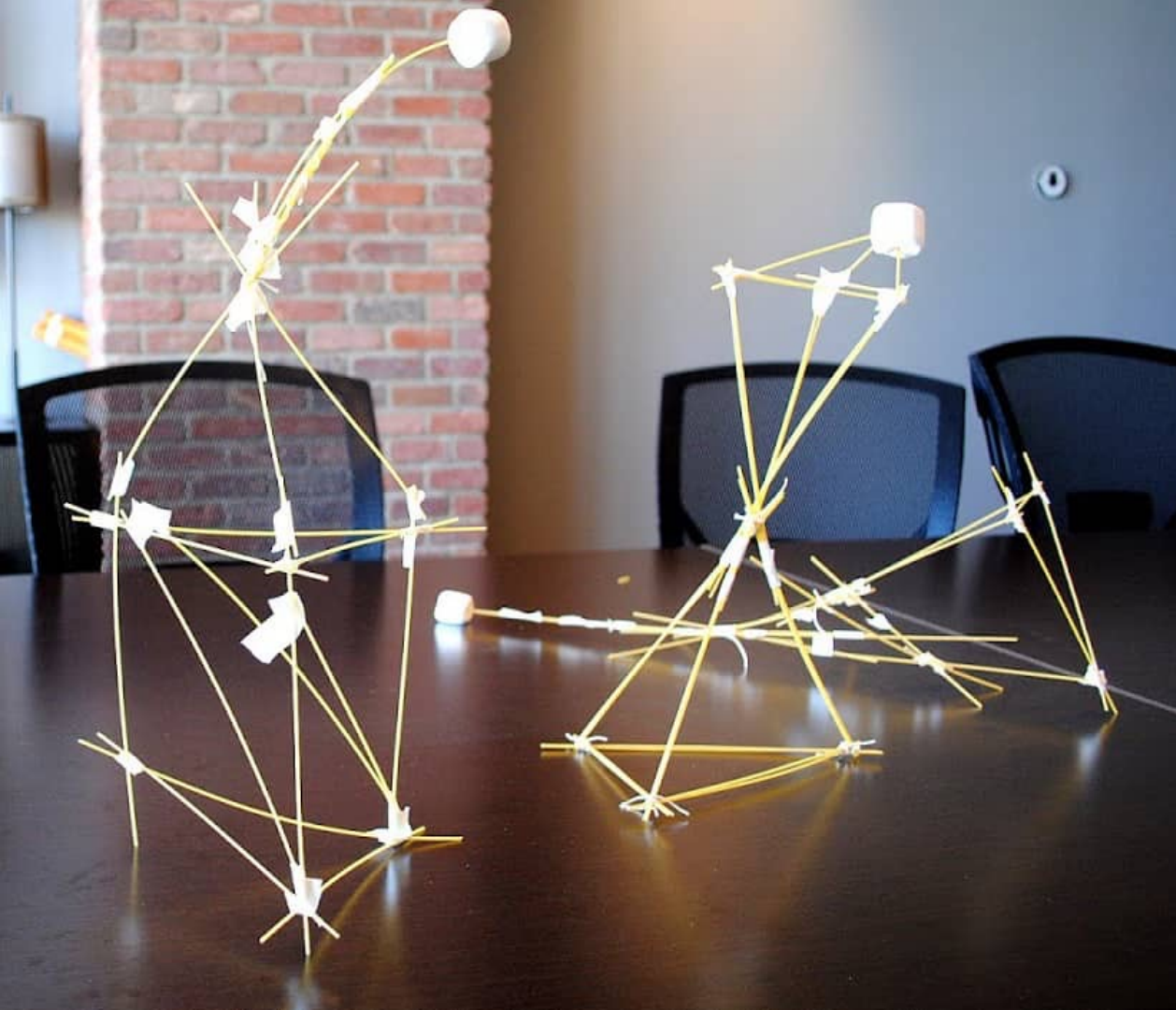
The Mashmallow Challenge
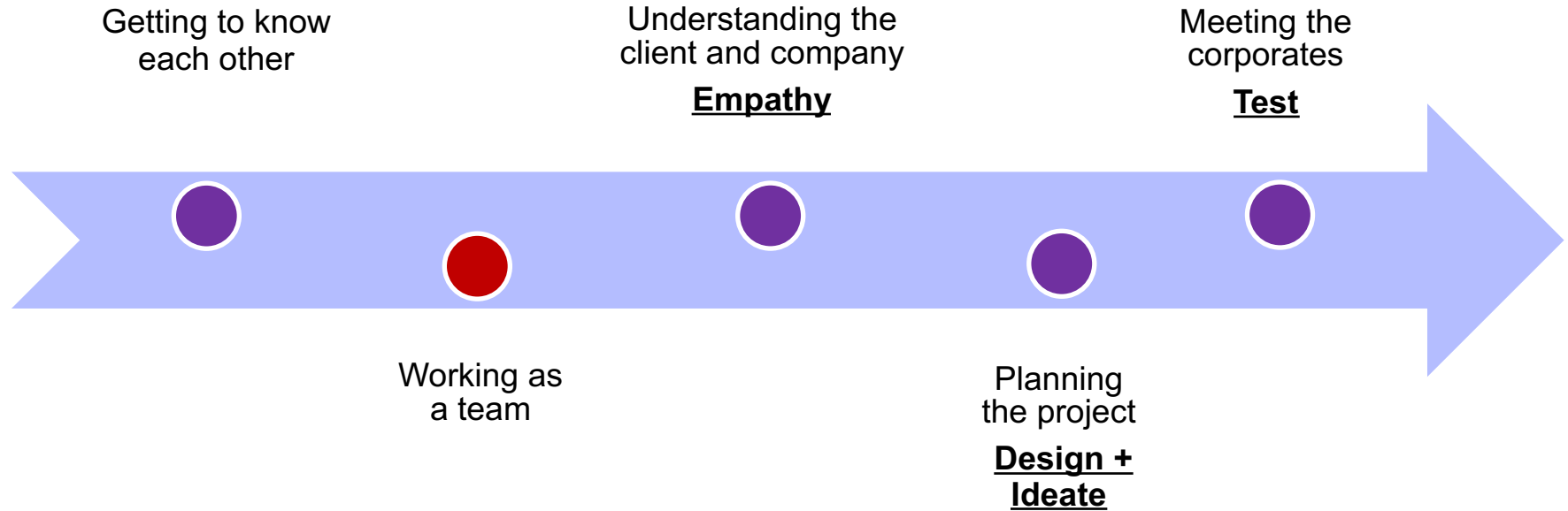
What did we learn about each other?

How was the exercise?

- Why did your team succeed/fail in the Marshmallow Task?

- How was the team's time management?

- What do they think are your teammate's strengths and weaknesses

- START, STOP, CONTINUE – what should you start doing more, stop doing and continue doing to work well as a team

Team Charter

Where we are

Getting to know
each other

Understanding the
client and company
Empathy

Meeting the
corporates
Test

Working as
a team

Planning
the project

**Design +
Ideate**

TOMO WORK

What is a team charter?

Team Charter is..

1. An **agreement** how we can work together most effectively

2. Method of **managing issues, NOT monitoring progress**

Understanding Team Purpose (15 Mins)

What do we want to achieve together??

- *Share with each other personal goals, and what you want to achieve in the programme*

- *Consolidate as team*

TEAMWORK SLOGANS

1. Team means Together Everyone Achieves More.

2. Together we can.

3. Teamwork – Divides the work and multiplies the success!

4. Fight together – Die Together

5. Out of yourself and into the team.

6. Live together – Die together

7. Talent wins games, Teamwork wins Championships!

8. Tonight, Let It Be Teamwork.

9. One spirit, one team, one win.
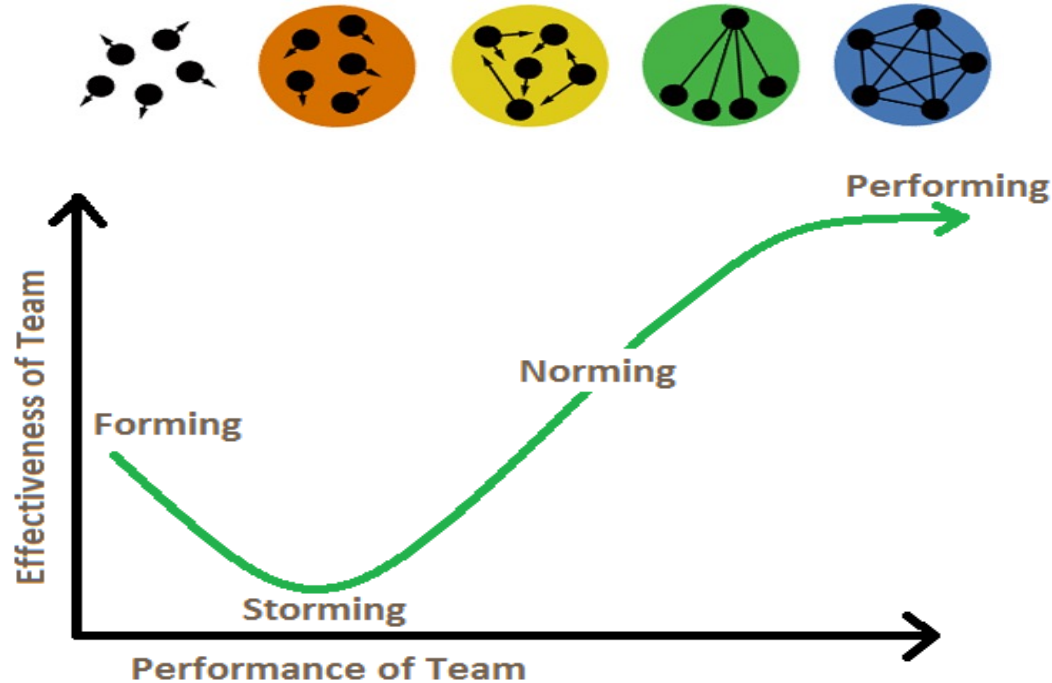
10. Teamwork accomplish great things

What?

does the team need?

How?

do we ensure we meet this need?

TOMO WORK

Stages of Teams

How do we bond/build relationships as a team?

How do we deal with conflict?

Team Roles

Roles refer to one's position on a team.
Eg.
1. **Team Leader**
2. **Scribe/ Note-Taker**
3. **Meeting Coordinator**
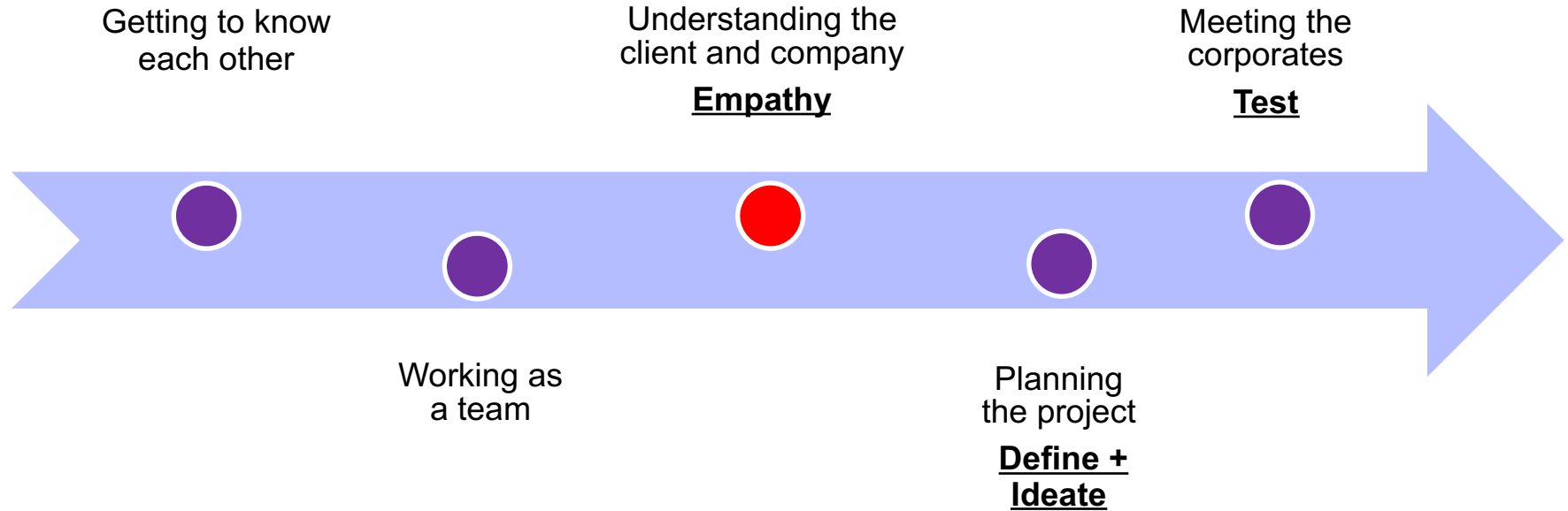4. **Team Progress Checker**
5. **Welfare Coordinator**

What are the role descriptions of each of the above?
Fixed or rotational?

Understanding your client & project

Where we are

Getting to know
each other

Understanding the
client and company
Empathy

Meeting the
corporates
Test

Working as
a team

Planning
the project

**Define +
Ideate**

Parking Lot

Identify and Research (POEMS)

P — **People** – who are the people in the company/ customers/ people they work with

O — **Objects** – what are the products the company offers

E — **Environment** – which are the markets/ country and "space" they operate in

M — **Messages** – how do they communicate with customers, what is their branding

S — **Services** – what kind services does the company provide, what is their business model

Why do you think this project is important?

Growth?

Customer satisfaction?

Efficiency?
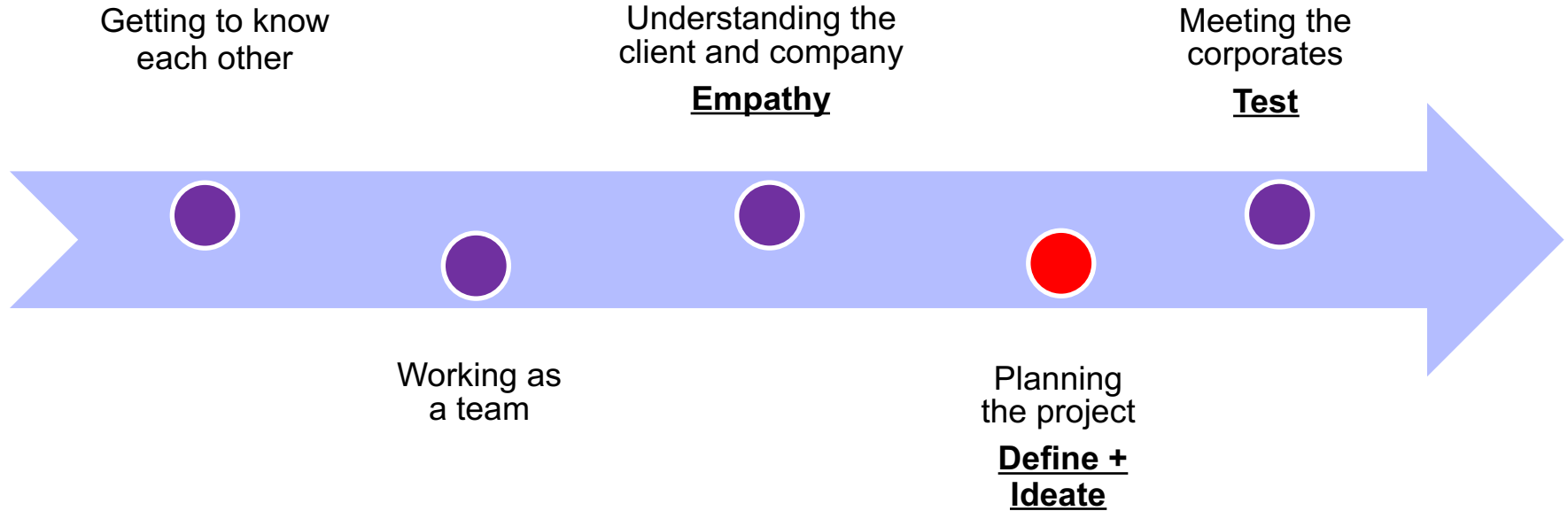
Identify your list of questions

Project Charter

Where we are

Getting to know each other

Working as a team

Understanding the client and company
Empathy

Planning the project
Define + Ideate

Meeting the corporates
Test

Approach to project (Define)

- Engineer your project backwards (starting from end objectives)

- Determine how you going to split the work

- Build a project timeline

| Project objectives / Scope | → | Determine roles and responsibilities | → | Deliverables and Timeline |

Scoping your project

Go through project in detail.
What do you know about the project so far?

Are there anything that is out of scope that can be done?

What is the project deadline?

What are the success criteria of the project for the short term, and long term?

What are the **key expected deliverables**? What do you need to complete by end of the project?
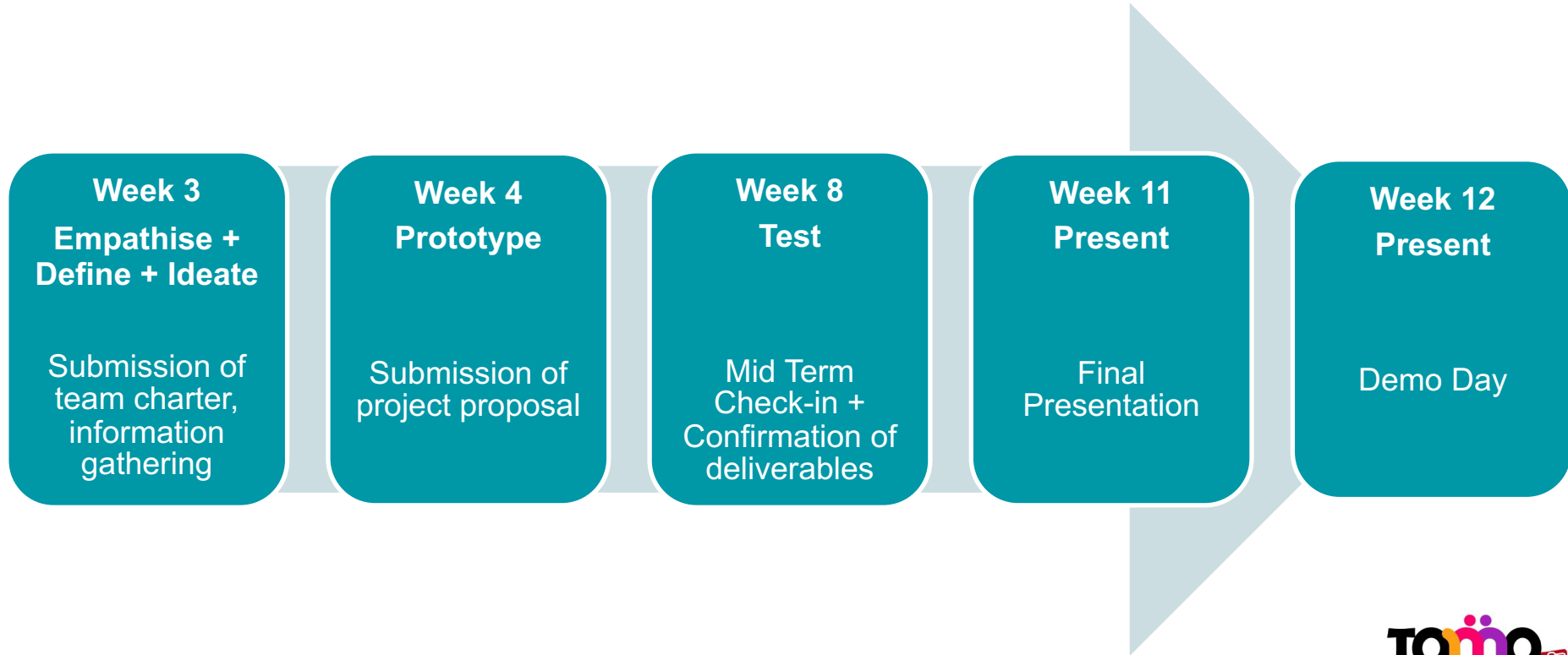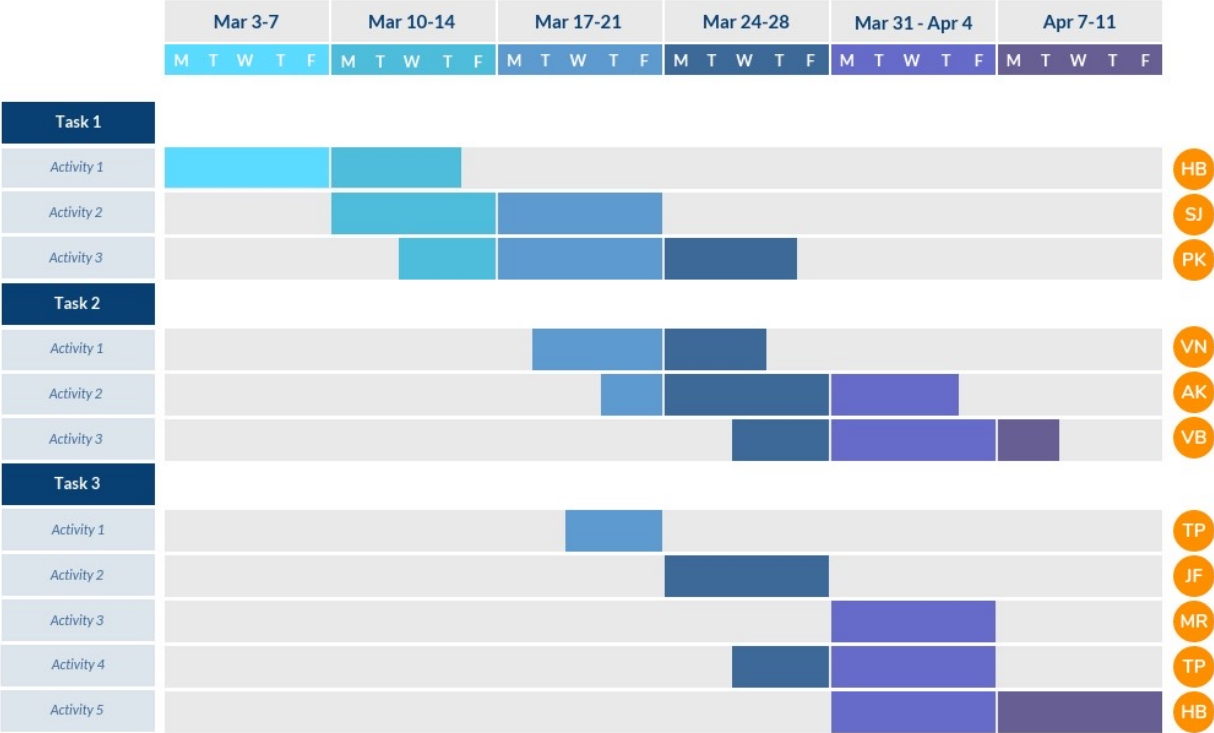
What are your key deliverables?

Work Allocation

How would you allocate the work in your team

- What are your strengths and weakness? How can the work be divided equally?
- *What tasks are needed to complete this project, and who to do it? How can you avoid dependencies on task.*
- *What are each of your responsibilities.*

Project Milestones – be specific

Week 3

Empathise + Define + Ideate

Submission of team charter, information gathering

Week 4

Prototype

Submission of project proposal

Week 8

Test

Mid Term Check-in + Confirmation of deliverables

Week 11

Present

Final Presentation

Week 12

Present

Demo Day

Using a GANTT Chart

What is a Gantt Chart?

https://www.youtube.com/watch?v=zwseLrxkKKE
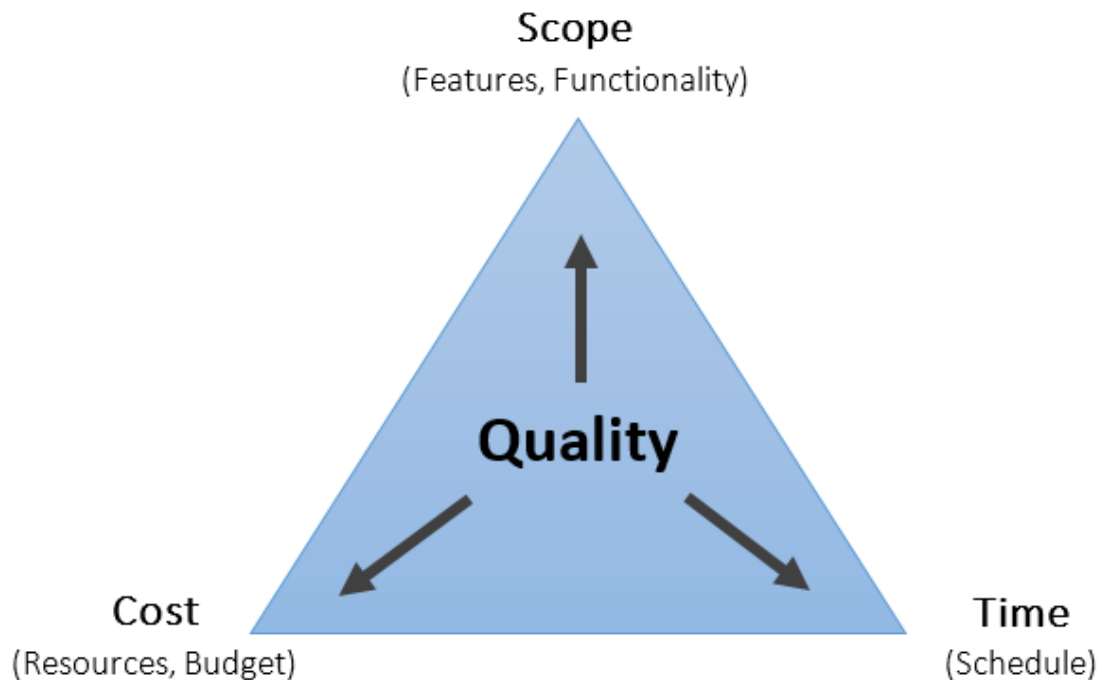
How to handle project roadblocks?

Project Milestones

Submission of Project Proposal - Prototyping

- Background of Project
- Why this project (Unique Value Proposition the team provides)
- Key Objectives
- Summary of Team Ideas
- Scoping of project – covering scope of project
- Final Deliverables + Samples
- Project Timeline

Mid-Term Check-In - Test

- Key milestone for team progress check

- Completed initial deliverable – for sponsor's input

- Final adjustment of project objectives, and key deliverables – ensure team goes back to sponsor to finalise deliverables

- Relook at Roles and Responsibilities – is there a need to calibrate?

- Reflect on team charters

Final Check-In - Presentation

- Ensure team is progressing well towards final presentation

- Encourage active/ realistic communication on deliverables – update sponsors if additional elements are added to project OR be upfront with sponsor if project is behind schedule

- Encourage team to have a plan for demo day – what is the plan to prepare and rehearse for presentation

- Book the calendars of necessary stakeholders in preparation for practice rehearsals, final consultation, update meetings etc.

Demo Day

- Ensure clear points within presentation
- Ensures team allocates roles in a balanced way, such that everybody takes ownership of the final presentation
- 2 Deliverables
  - Detailed proposal to sponsor
  - Project ideas mass sharing

Thank you! Questions?