Principles of Everyday Conversations Team Activity

WHY Do It?

To enhance the quality of the everyday conversations that occur within the team.

WHAT You Need

❑ Up to 30 minutes together as a team to complete and discuss the activity

❑ A whiteboard, flipchart or large print out of the assessment template on the following page

❑ Sticky dots, whiteboard markers or textas for team members to mark their assessment on the template

WHEN To Try It

❑ Before or after a team meeting

❑ As a working lunch session

❑ As part of a team day or offsite

WHO Is Involved?

All members of an intact team or a project team.

Activity Steps

1. Before completing this activity you may like to encourage your team members to complete the *Everyday Conversations* Learning Moment available via the Myer Academy.

2. Position or recap with the team the seven principles of everyday conversations: Be Courageous, Be Empathetic, Be Present, Be Aware and Be Silent (you can refer to the template on the following page which includes behavioural examples for each).

3. Invite members to consider the nature and quality of conversations that are held within the team. Based on each team member's experience, invite them to place an 'x' on the rating scale, reflecting the extent to which they think this principle is 'lived' by the team (Rarely, Sometimes, Often, Almost Always).

4. Reflect on the results. As a team discuss the following:

   • Which principle(s) do we 'live' the most?

   • What is the impact of this on our conversations?

   • Which principle(s) do we 'live' the least?

   • What is the impact of this on our conversations?

   • What three commitments will we make as a team to more fully embrace these principles in order to improve the quality of our conversations everyday?

Our Everyday Conversations Team Commitments:

Principles of Everyday Conversations Team Activity

Principle	In the conversations that happen within our team, to what extent are the following principles evident? Each team member to place an 'x' reflecting their assessment in the appropriate place per principle.			
	Rarely	*Sometimes*	*Often*	*Almost Always*
Be Courageous • We respectfully share what we think or believe in, even if we don't think others will agree • We're able to stay open and receptive to hearing things that we might not like or don't want to hear • During our conversations it is common for us to share something of or about ourselves with each other • We are prepared to be vulnerable in the service of the conversation and / or other person				
Be Empathetic • When engaging with other members of the team we take the time to consider what it would be like to take a 'walk in their shoes' • We respect the different experiences and perspectives of others • We avoid making assumptions or jumping to conclusions about other people's motivations • When speaking with each other we focus as much on what is *not* being said as what is said				
Be Present • We give each other our undivided attention • During conversations we put a lot of effort into asking good questions • We listen carefully for the other person's perspective and for what we don't already know about a situation or issue • We pay close attention to other people's non verbal communication signs (and the signals they are sending) when we are talking with each other				
Be Aware • We make sure we know what we want to say and how to say it before heading into an important meeting or conversation • We apprecaite how our mood and reactions within a conversation impact others • When a conversation becomes difficult we recognise and calmly manage challenging comments or behaviour • We're able to identify prior or peripheral issues that may be impacting on the current conversation				
Be Silent • When talking with one another we communicate at an appropriate pace and use pauses effectively to collect our thoughts • We give the other person in the conversation time to digest what is being said • We resist filling moments of silence in a conversation with more talking • On average, we aim to speak less than 50% of the time in a conversation				