

Unlock Your Team Potential

A Hands-on Workshop

Who can primarily benefit from this tool?

Anyone who leads a team or who works in a team. The workshop format gives participants the opportunity to experiment with the variety of talents and interests within a team.

In which context is this tool useful?

This tool is useful when discussing team dynamics and effective teamwork. You can play this workshop with a new team to set the tone, with existing teams to explore current team dynamics or with any other composition of people who work in teams or lead teams. The workshop sparks the discussion on talents, cooperation and dividing responsibilities.

Tip: This is an interactive document. Open it in Adobe Acrobat.



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Introduction

Unlock Your Team Potential

Working in teams is one of the key pillars within the Recognition & Rewards programme. Making room for everyone's talent also applies to teams and how they allocate tasks and responsibilities. By supporting working in teams and Team Science, organisations become a more inclusive and attractive workplace for current and future employees.



About Unlock Your Team Potential

The *Unlock Your Team Potential workshop* gives team leads and those who work in a team the opportunity to experiment with the variety of talents and interests within a team. Three assignments stimulate you to explore the perspective of a team in which there is room to recognise and reward the diverse talents of your team members.

The game aims to broaden your perspective on i.e.: who can excel at the renewal of education, who is able to bring the right expertise in involving external stakeholders through research or education, and who is that hidden gem with excelling management skills, that are not seen by others.

Instruction video

It is recommended to watch the video with the participants before playing the workshop and when preparing for the session. The video provides a quick explanation of the workshop's objectives and steps.



With whom to play

This workshop is originally designed for teams in the academic context. However, the workshop can be suitable for anyone who works in teams or leads a team. You can play the game with a new team to set the tone, with existing teams to explore current team dynamics or with any other composition of people who work in teams or lead teams.

We offer two approaches to play the Unlock Your Team Potential workshop. A **scenario** and the **real life** approach. On the next page the two varieties are described in more detail.

Two approaches to play

Unlock Your Team Potential

For the workshop, we offer two approaches, a **scenario** and a **real life** approach. You can choose to conduct the entire workshop using one of these methods or blend them at different stages. *For example, participants can create their own personas while engaging with scenario-based assignments and challenges.*

Scenario approach

The scenario approach allows you to work with *scenario-based personas, assignments and challenges*. The scenario is based on a team performing in the academic context with three common team assignments relating to education, research and engagement.

- A scenario are based on the academic context
- Allows for a quick exploration and discussion on how to let a team flourish

🕒 60 minutes

👥 groups of 5-10 players

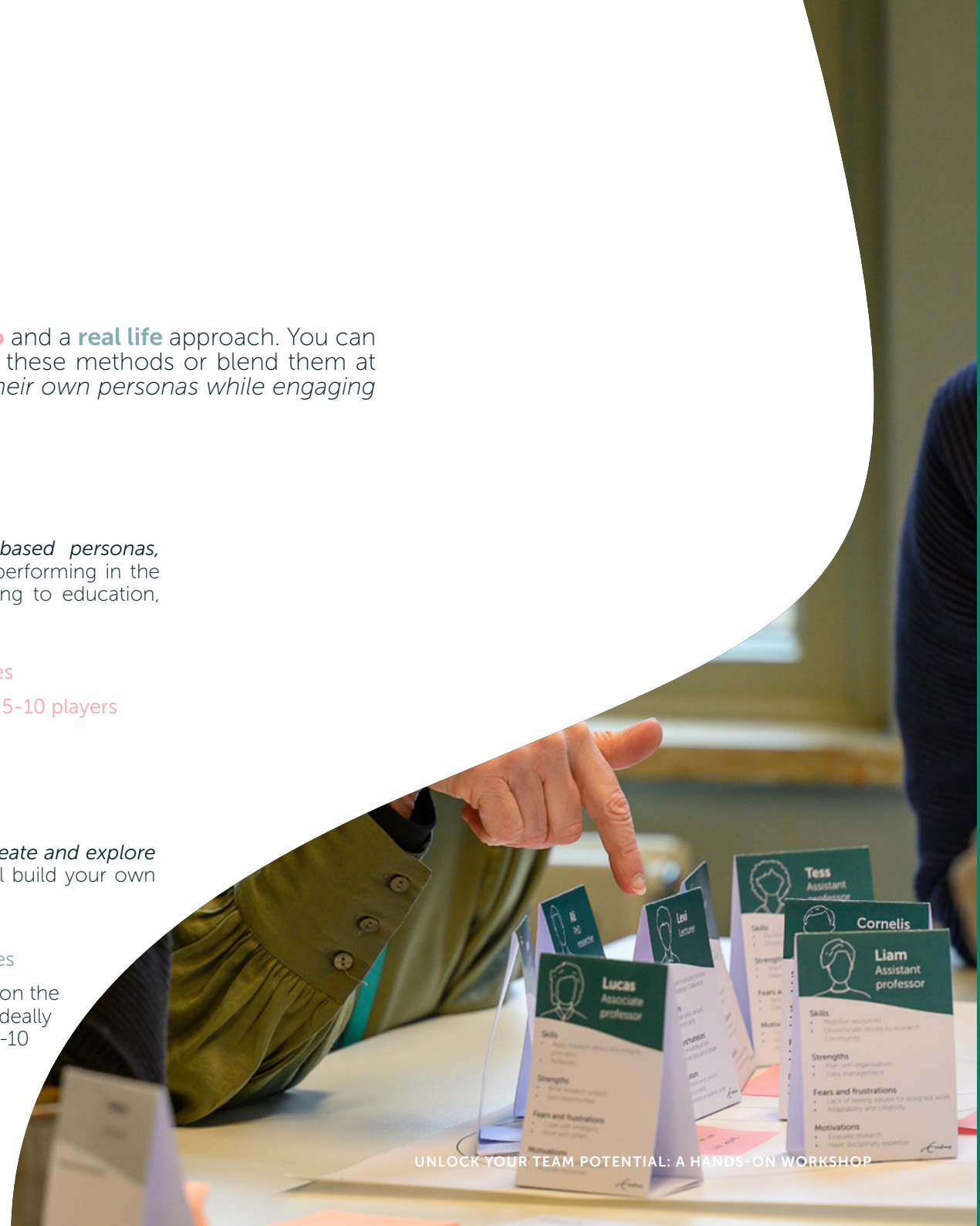
Real life approach

The real life approach allows you to discuss *personas that you create and explore real team assignments and challenges your team faces*. You will build your own scenario based on the dynamics of your own team.

- Real life, based on your own team (your own team members, core tasks and challenges)
- Take a deep dive into your own team dynamics
- More (preparation) time needed

🕒 60+ minutes

👥 depending on the team size, ideally groups of 5-10 players



Preparation

What you will need to play...

Print 1 per group

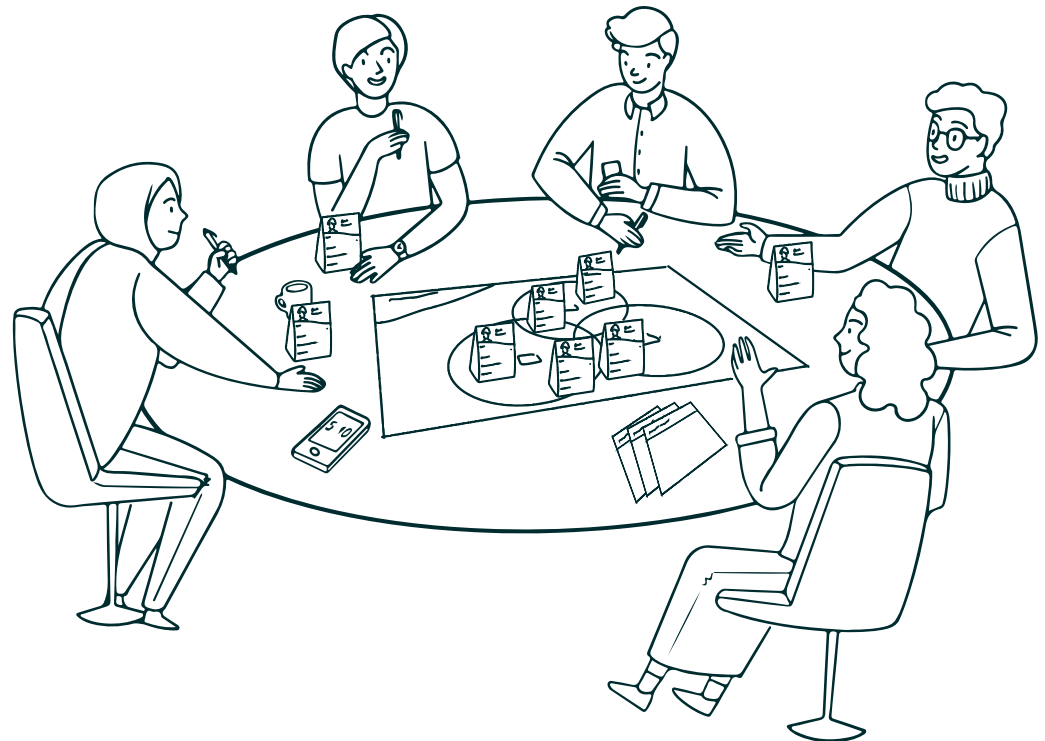
Download, print (preferably on thicker paper) and cut [the materials from the repository](#). Depending on the chosen approach, print the scenario **scenario** or **real life** approach materials.

- The Instruction cards step 1, 2, 3
00_[EN/NL]_A5_Instructions_[Real life/Scenario].pdf
- Persona cards for step 1
01_[EN/NL]_A3_Persona_[Real life/Scenario].pdf
- The worksheet for step 2
02_[EN/NL]_A2_Worksheet_[Real life/Scenario].pdf
- The challenge cards for step 3
03_[EN/NL]_A5_Challenges_[Real life/Scenario].pdf

Bring along

Collect the following materials and bring these to the session:

- Pens
- Post-its (1 stack per group)
- A team of +/- 5 people
- A facilitator
- A timer
- A room with a table
- A screen to show the [instruction video](#)
- Instruction slides (optional)
00_EN_Introduction Slides.pptx



How to play

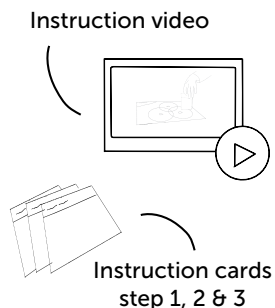
A stepwise explanation

The visual below and the instruction video explain the introduction and three steps to take within the workshop are explained step by step, you can find a similar instruction on the [instruction cards](#). The visuals show the materials that you need, depending on the chosen approach you would need materials for either the **scenario**, the **real life** approach or a mix of both approaches.

STEP 0 INTRODUCTION

🕒 5 minutes

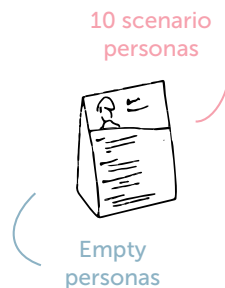
1. Show the explanation video
2. Give the gameplay instructions to the facilitator or the session leader, they will read aloud the instruction card per step.



STEP 1 EXPLORE YOUR TEAM

🕒 15 minutes

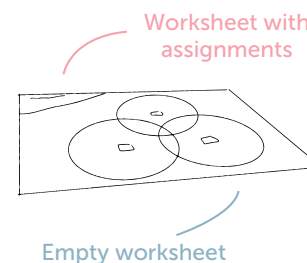
1. **Divide the persona cards** or **create your own persona**
2. Read the personas
3. Share your persona with the group



STEP 2 TEAM DIVISIONS

🕒 20 minutes

0. **Read the team assignments** or **note down your own assignment**
1. Divide the team members
2. Reflect on the team composition
3. The role of the team lead and other personas



STEP 3 CHALLENGES

🕒 15 minutes

0. **Choose a challenge card** or **note down your own challenges**
1. Discuss the teams' challenges
2. Recompose the team if needed



Tips & tricks

Before the session

Safe space

Establish a safe space. Emphasize that everyone's input is valuable and it is important to allow for a confidential and safe space to ensure equal contribution.

Real life approach

When using the real life approach, brief your team in advance. Ask them to prepare their persona by reflecting on their skills, strengths, fears, frustrations and motivations. Clear instructions will result in better engagements and insights.

As the session organizer, it can be helpful to prepare some assignments and challenges in advance. You can either offer pre-made options or collaborate with your team to create them.

During the session

Facilitator & timekeeper

Appoint a facilitator and a timekeeper per team; one person can fulfil both roles. Or have someone outside the team facilitate and keep track of time during the session.

The facilitator reads the assignment instructions out loud to the team and ensures to ask the reflective questions to stimulate the discussion. The timekeeper ensures to keep track of the time.

Reflective questions per step

Make sure to reflect on the discussion throughout the session. Use the reflective questions written in the gameplay. They will help you to dive deeper into your team compositions.

Step 1 Explore your team

- *What are the similarities and differences between personas? What stands out?*

Step 2 Team divisions

- *Explore your team's motivations: would you adjust the composition based on development goals, collaboration, expertise, diversity, or leadership?*
- *What is the potential impact of this team composition?*
- *How does this team setup support team members future ambitions?*
- *What skills, strengths, fears and frustrations, and motivations are expected of the team lead?*
- *What other talents or team members could be of added value to the team?*

Step 3 Challenges

- *How would you tackle these challenges within this team?*
- *What qualities of team members are important in this situation?*
- *What changes would you make in order to tackle the challenges? And why?*

After the session

Takeaways

Finalise the workshop by sharing takeaways and insights gained. How could this insights be applied in your organisation? When working with multiple groups arrange a plenary moment to share experiences.

Take a photo of the result

Take a photo of the result and share considerations and discussions sparked during the session with the team.

Reflection after half a year

Consider repeating the session after half a year for example when the team composition change or to take time to reflect on insights and takeaways. Consider the following questions as a starting point for discussion:

- *How did the team take considerations discussed in the game into account the past six months?*
- *How have you been working on the assignments?*
- *Do we want to reorganise the team?*
- *Have our ambitions changed?*
- *Have our assignments or challenges changed?*
- *Have new team members joined the team?*

Workshop timeline

	Printing & preparing the room - Set materials ready.	Session organizer
10 min	Start of the workshop	PLENARY
5 min	Walk-in of participants.	
5 min	Show the instruction video. Present any other background information if desired.	Session organizer <i>00_EN_Introduction Slides.pptx</i>
40 min	Workshop	IN GROUPS
5 min	Divide into groups, choose facilitator/team leader who reads the instruction cards.	Team facilitator is chosen <i>00_[EN/NL]_A5_Instructions_[Real life/Scenario].pdf</i>
10 min	#1 know your team. <ul style="list-style-type: none"> Divide the personas Explore the personas – note down insights on post its Share & introduce your personas to the rest of the group 	Facilitator reads out loud instruction card 1 Handout persona cards & divide them amongst participants <i>01_[EN/NL]_A3_Persona_[Real life/Scenario].pdf</i>
15 min	#2 Team divisions <ul style="list-style-type: none"> Explore the assignments Divide the team members Reflect on the composition <ul style="list-style-type: none"> How are ambitions considered? Are we happy with this composition? Should the composition stay like this the coming years? Team lead & professional services; Add persona cards for them <ul style="list-style-type: none"> What are expectations of team members & team lead? 	Facilitator reads out loud instruction card 2 Handout empty A2 sheet. <i>02_[EN/NL]_A2_Worksheet_[Real life/Scenario].pdf</i>
10 min	#3 Rethink plans Discuss challenges; how would you tackle these challenges in your team? Recompose the team if needed.	Facilitator reads out loud instruction card 3 Handout Challenge cards <i>03_[EN/NL]_A5_Challenges_[Real life/Scenario].pdf</i>
10 min	Reflection & ending	PLENARY
10 min	Share insights after playing, ask each group to share insights. Take a photo of the end result.	Session organizer

Colophon

Unlock Your Team Potential was developed by the Recognition&Rewards strategic project at **Erasmus University Rotterdam**. The workshop was originally developed for the School Erasmus School of Social and Behavioural Sciences. This first version served as a base to further develop and iterate the workshop. The iterations has taken its inspiration from various workshops hosted for example at UNL, VU, Sectorplan SSH Breed etc.

Contributors

Anna Smulders	Writing original draft, Design
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To cite this tool

Recognition & Rewards (2024): Unlock Your Team Potential: A Hands-on Workshop (EUR). Online resource.
<https://doi.org/10.25397/eur.28052792>

Version 1.0

December 2024

Rotterdam, the Netherlands

**Erasmus
University
Rotterdam**

Appendix

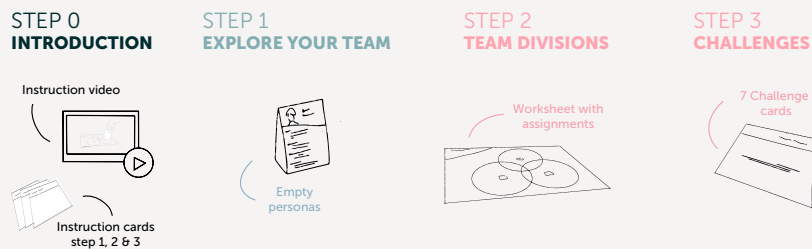
How to combine the two approaches

The [how to play](#) description on the previous page describes the steps of the workshop. For step 1, 2 and 3 we have the two approaches available: for the **scenario** and the **real life** approach.

You can decide to host the full workshop with the **scenario** or the **real life** approach, or choose a mix of approaches. Two possible combinations are visualised below.

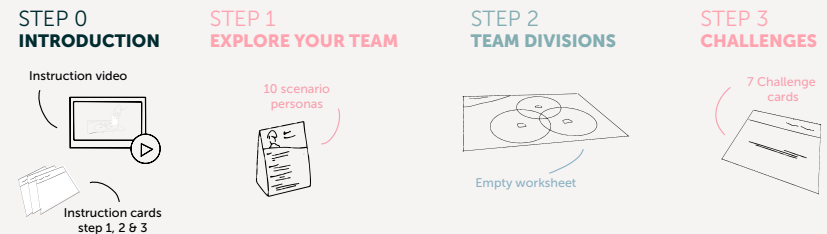
Combination 1:

The first possible approach could be to let the participants explore the steps by adding their **own personas** but using the existing **assignments and challenges**.



Combination 2:

Or consider using the **scenario approach** for step 1 and 3, but adding in **real life assignments**.



Legenda: *scenario approach*
real life approach