

Thriving Teams Program Overview

meeteeor 

Our mission is to help you accomplish your mission.

- ◆ Teams are at the heart of any organization. We want to help you build a strong, healthy team culture in which everyone thrives and you achieve even more.



What is the Thriving Teams program?



In this 12-month program, we'll work with your team to develop, implement and sustain the skills, practices and healthy culture for highly effective collaboration.

The Thriving Teams program is:

A BEHAVIOR CHANGE PROGRAM,

not just an educational program.

ONGOING LEARNING AND APPLICATION,

not just a single shot workshop or seminar.

ONGOING SUPPORT AND STRUCTURE TO SUSTAIN CHANGE,

not just an in-and-out consultant.

TECH ENABLED TO FACILITATE EFFECTIVE BEHAVIORS,

not just a set of functionalities.

FOR THE WHOLE TEAM,

not just an individual.

Why do we need to become a Thriving Team?



Maybe you're a brand new team just starting to figure out how to work together. Or maybe you've been working together for years and struggling to find your groove. Or maybe, your team is rocking and you're ready to take it to the next level.

Regardless of your current reality, everyone can agree that creating a more productive, fulfilling work environment is a good thing.

That's where we come in. We're here to help you build your team's capacity to achieve out of this world results while enhancing your person day-to-day work experience.

How will the program help me personally?

Thriving Teams will help you:

DEVELOP YOUR SKILLS, KNOWLEDGE, AND COMPETENCIES.

You'll learn about and experience best practices for effective collaboration.

APPRECIATE YOUR COLLEAGUES AND BE APPRECIATED BY THEM.

You'll get to know your colleagues in new ways, develop trust and gratitude - which goes both ways.

GET MORE DONE WITH LESS STRESS.

You'll implement new practices that help everyone streamline your work.

ACHIEVE GREAT THINGS

Together, you'll reach your goals and enjoy celebrating successes.

What do we need to do to succeed in this program?



Change doesn't happen overnight. Think of Thriving Teams as a program to help you creating a new habit like exercising. You need to commit to making the change and work toward your goal in baby steps, every week.

We know that trying new things may feel uncomfortable or challenging at first. We're here to guide you through every step. Trust us to nudge you when you need to be nudged and we'll rely on you to do the work and be open to the process.

Mostly, you just need to show up and participate. This isn't rocket science, but it does take commitment and perseverance. We know you have the potential. It's up to you to activate it.

Now here come the specifics.

You'll learn how the program is structured, designed, and what specific topics will be covered. We've also included some common questions and answers. Don't worry if you've got questions we didn't cover. We'll have time to discuss them at our first team coaching session.



How is the Thriving Teams Program organized?



Every two weeks is a sprint. A series of sprints compose a learning module.

Thriving teams covers a number of topics which help you build the skills for effective collaboration. Each topic is called a module. Each module is broken into a series of “weekly” sprints. They are designed to help you make tangible progress without overwhelming you.

On average, you’ll spend 60 minutes each week (per sprint) engaging in activities that will grow your knowledge & skills, and help your team implement what you’re learning.

You’ll access all the learning materials online and meet with your team coach via video-call every week.

What's an example of a module & a sprint?



Module: Team Values

Sprint 1: What are team values? How are they different from personal and organizational values?

Sprint 2: What are *our* team values? How do we write team values?

Sprint 3: How are team values translated into action? What are team norms?

Sprint 4: How do we hold each other accountable to our team values and norms?

Module Deliverable: Agreed upon written statements of team values and norms.

What are some typical activities in a sprint?

Each sprint will be slightly different, but here are some activities you can expect:

- **Learning** (5-10 mins):
Listening to an audio lesson, reading an article, or watching a video on a specific topic.
- **Reflecting** (5-10 minutes):
Using questions to guide your thinking, connecting what you've learned to your work and team.
- **Engaging** (10-15 minutes):
Working alone or with your colleagues to complete assignments and put the learnings into action.
- **Coaching** (45 minutes):
Working with your team and team coach to refine, enhance, and activate your learnings as well as give feedback.

Is the curriculum customized?

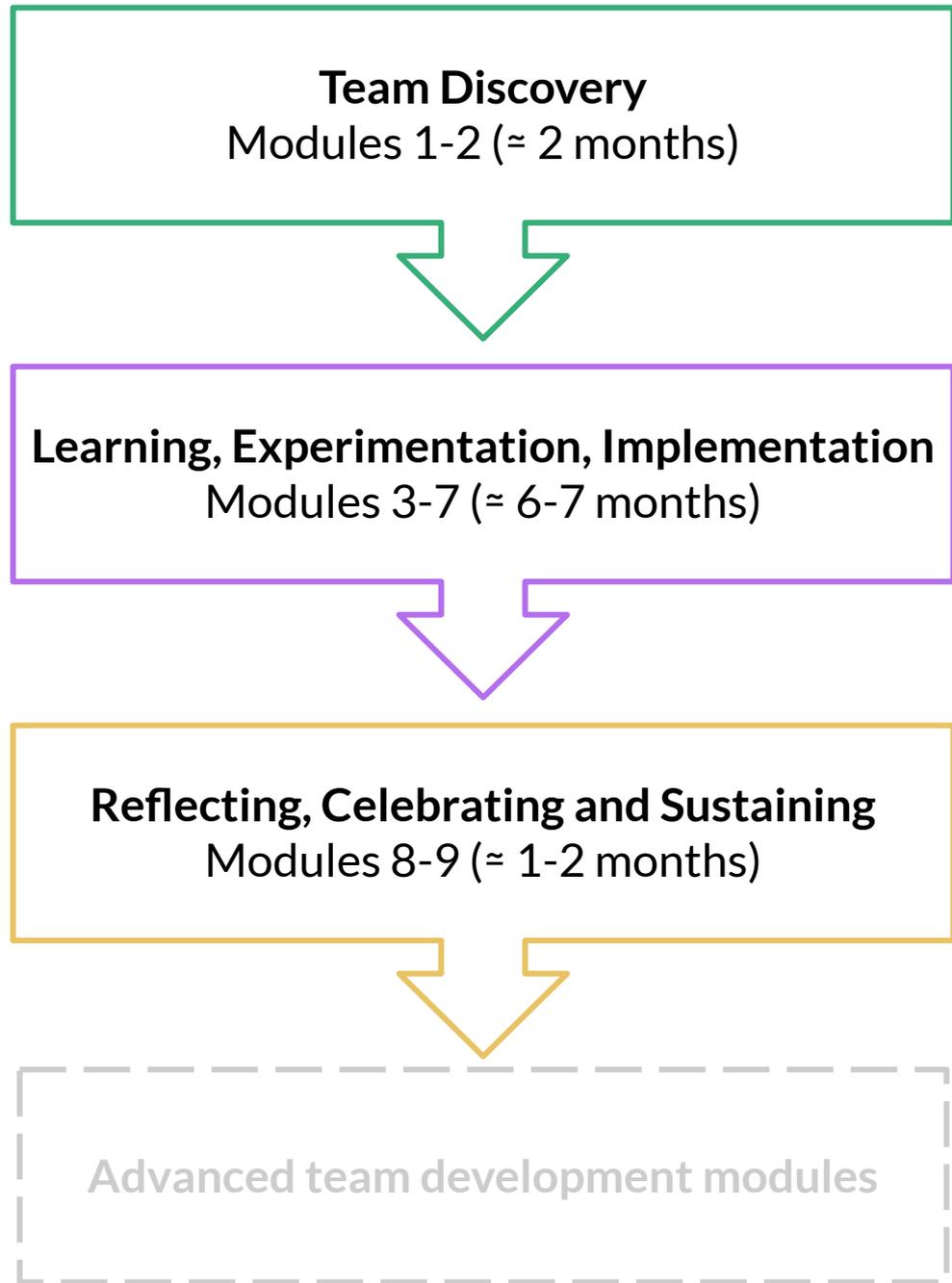
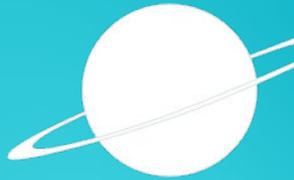


Thriving Teams is not customized, but it's flexible.

Thriving Teams has a structured but flexible curriculum. This means you can move at your own pace. Spend an extra week on a topic that is particularly challenging or needs additional conversation, or, move quickly through a topic you're team already excels at. If you've got practices in place that are working well for you, we applaud and celebrate that. No need to change just for the sake of change.

In addition to pausing for standard holidays, you can also choose as a team to pause the program for a week while a key team member is out of the office or you need all hands on deck for a major organizational undertaking.

What topics will we cover?



Team Discovery

1 **Discovery** 2 Learning 3 Reflecting

Modules 1-2

Main Learning Topics:

- What makes a Thriving Team?
- Who we are as a team? as individuals?
- What are our strengths and opportunities in becoming a Thriving Team?
- What are our working styles and preferences?
- How do we best interact with each other?

Modules 1-2: Throughout the first 2 modules of the program, you'll focus on understanding your team and team members. You'll assess your team's current state and establish a baseline for team development as well as develop approaches to work more effectively with individuals on your team.

Tools and resources:

- Thriving Team assessment and report
- Personality assessment and analysis
- Meeteor online academy

Estimated time period:

7-8 weekly sprints (2 months)

Learning, Experimentation, Implementation



Main Learning Topics:

- What's our team's purpose and vision?
- What are our shared values?
- What are our shared team goals?
- How do we establish accountability?
- How do we build trust?
- How do we run effective meetings?
- How do we use technology tools to support our collaboration?
- How do we give and receive feedback?
- What are the ways we make decisions as a team?

Modules 3-7: After establishing a shared understanding of your team's current state, you'll identify your team vision and goals, and start working on developing basic and advanced team collaboration skills.

Tools and resources:

- Team vision statement
- Team shared values and norms
- Meeteor web and mobile apps
- Meeteor online academy

Estimated time period:

25-30 weekly sprints (6-7 months)

Reflecting, Celebrating and Sustaining



Main Learning Topics:

- What's working? What's not working? What can we do differently?
- How can we celebrate our progress and successes?
- Where are we at now? What do we want to develop next?
- How do we keep up the momentum and keep building our capacity?

Modules 8-9: After learning and applying the ways of working of a Thriving Team, you'll participate in a second team assessment to identify new areas of strength and opportunity for further growth. Together we'll celebrate your successes, plan actions that will sustain the team's efforts and determine how to continue the learning journey. ✦

Tools and resources:

- Thriving Teams assessment
- Action planning checklist
- Meeteor web and mobile apps
- Meeteor online academy

Estimated time period:

6-7 weekly sprints (1-2 months) ✦

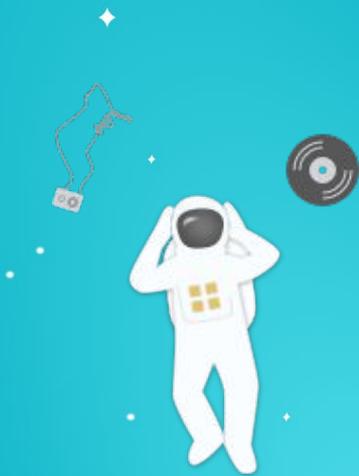
How will we use technology?

Technology will help you communicate with your coach and manage your progress.

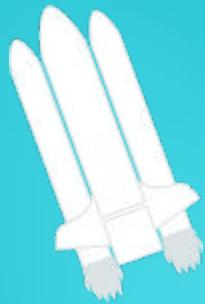
You'll receive everything by email along with access to a portal which will contain all your learning materials and activities.

You'll meet with your coach via Zoom. We ask that you use video whenever possible to enhance the relationship aspect of these virtual meetings.

For those of you using Slack, we'll also invite you to engage with your coach via Slack and join the Meeteor Community Slack team.



How do the coaching sessions work?



Usually, you'll meet with your coach as a team.

The coaching sessions are an opportunity for the whole team to process that week's learning, have a conversation about how it applies to your team, workshop a deliverable and answer any questions.

These meetings are different from typical coaching sessions you might have experienced in the past. Each session will have an agenda designed to support your team's progress. They are not an open-end conversation on your team dynamics.

Some weeks, you will meet individually with your coach for 10 minutes rather than meet as a whole team. Other times, you may have a sub-team that meets with your coach to workshop a specific deliverable in preparation for the team's input.

What will I need to do each week?



Do your assignments, show up prepared for coaching sessions and give it your best engagement.

The program only works if you do the work. We've done our best to provide bite-sized lessons and meaningful activities that support your professional growth and your team's evolution.

We recommend you block 30 minutes on your calendar each week to do the learning and activity portion of that week's sprint.

Whenever you get stuck, need help, or have any questions, please reach out to us. Start by contacting your coach by email (or Slack).

No questions are too big or too small.

How much does the program cost?

Thriving Teams is a team transformation program.

The base fee is \$24,000 for teams of 7 or fewer. For larger teams, an additional fee of \$1,800 per person will be added.

Teams can pay in monthly or quarterly installments.

**We offer a 20% discount to registered 501(c)3 nonprofits in good standing.

What's next?

Let's talk!

If Thriving Teams sounds like it might be the right program to take your team to the next level, let's talk.

We'd like to learn about your specific needs and answer any questions about the program.

Schedule a time to speak at bit.ly/thriving-teams-call

We're so excited!

