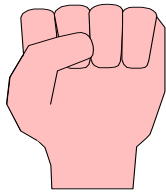


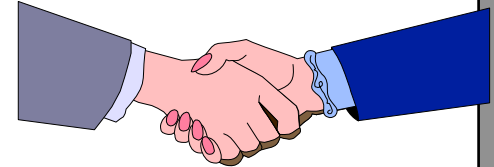
Session II

- **Break up into teams of 5 members**
- **You are now a Limited Company**
- **Appoint your office bearers**
 - CEO, CFO, CTO, QS, etc... all should have a title
- **Decide on your**
 - Logo
 - Motto

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Session II - Individual vs Team Decisions



- **Individual Rankings on Survival Problem (10 minutes)**
- **Team Rankings on Survival Problem (30 minutes)**
- **Total Individual and Team Scores (5 minutes)**
- **Discussion of Team Decision-Making Process (10 minutes)**
- **Team Roles and Responsibilities (15 minutes)**
- **Process Check (5 minutes)**

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SPACE SURVIVAL Team Building Exercise (Page 1 of 2)

SPACE SURVIVAL

In the following situation, your "life" and "death" will depend upon how well your team can share its present knowledge of a relatively unfamiliar situation so that the team can make decisions that will lead to your survival. This problem is fictional, although the ranking to which you will compare your results was done by a number of space experts.

Read the situation and do Step 1 without discussing it with your other team members.

The Situation

You are a member of a lunar exploration crew originally scheduled to rendezvous with a mother ship on the lighted surface of the moon. Due to mechanical difficulties however, your ship was forced to land at a spot some 320 kilometers (200 miles) from the rendezvous point. During the re-entry and landing, much of the equipment aboard was damaged, and, since survival depends on reaching the mother ship, the most critical items available must be chosen for the 320 km trip.

Your Task

On the next page are listed the 15 items left intact and undamaged after landing. Your task is to rank these items according to their importance in aiding you to reach the mother ship, starting with "1" the more important, to "15" the least important. You should assume the number in the crew is the same as the number on your team, you are the actual people in the situation, the team has agreed to stick together, and all 15 items are in good condition.

(Continued)

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SPACE SURVIVAL Team Building Exercise (Page 2 of 2)

Step 1: (Do this step now) Each person is to individually rank each item. 1 is most important; 15 is least important. Do not discuss the situation or the task until each member has finished the individual ranking.

Step 2: (To be done after the following mini-lecture on team roles.) Rank order the 15 items as a team. Once discussion begins don't change your individual ranking.

Items	<u>Step 1</u> Individual Ranking	<u>Step 2</u> Team Ranking	<u>Step 3</u> Expert Ranking	<u>Step 4</u> Difference Ranking 1-3	<u>Step 5</u> Difference Ranking 2-3
Box of matches					
Food concentrate					
20 meters of nylon rope					
Parachute silk					
Portable heating unit					
Two .45 caliber pistols					
One case dehydrated milk					
Two 50 kg tanks of oxygen					
Stellar map (of the moon's constellations)					
Life raft					
Magnetic compass					
25 liters of water					
Signal flares					
First aid kit w/ hypodermic needle					
Solar-pow. FM receiver/transmitter					
Total the absolute differences of Steps 4 and 5 (the lower the score the better) →				Your Score	Team Score

Space Survival

Meetings

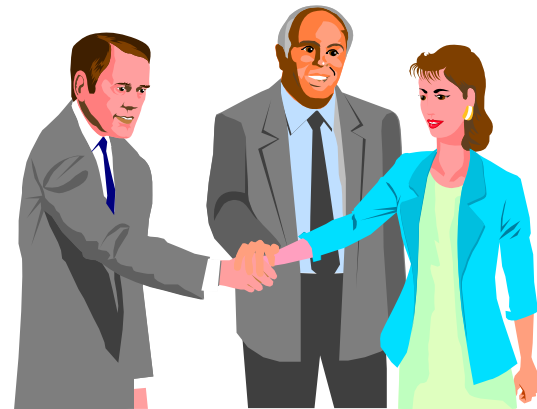
- Over 19 million meetings take place every day in the U.S.
- People spend over half their working life conducting, attending, preparing for and following up on meetings
- Almost 1/2 of all meetings are considered unnecessary by the people who attend

Good teamwork requires effective meetings

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Consensus

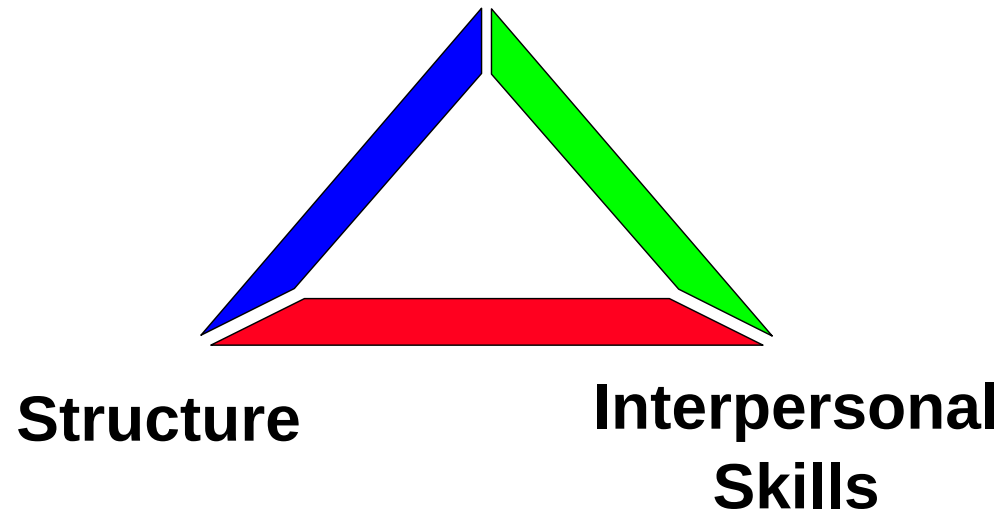
- *n.* general agreement or concord, harmony.
[Latin, from *consentire*, to agree] - Webster
- The goal of all meetings



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Elements of an Effective Meeting

Roles of the Meeting Participants



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Team Roles & Responsibilities

Team Leader

- Leads team through problem solving process
- Invests appropriate amount of time on the project
- Maintains accurate records of team activities and results
- Prepares for each team meeting
- Provides structure and guidance to allow maximum participation
- Influences team decisions equally with team members

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Team Roles & Responsibilities (continued)

Team Member

- Invests appropriate time on the project
- Is committed and fully involved in project
- Participates equally in:
 - Defining problems
 - Investigating problems
 - Defining solutions
 - Documenting solutions
- Represents his/her organization's interest

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Team Roles & Responsibilities (continued)

Team Facilitator

- Assists team leaders in training team members
- Suggests alternative methods and procedures
- Functions as a coach/consultant to the team
- Assures understanding of the team *process*
- Remains *neutral*
- Monitors the *process* rather than the task
- Attends team meetings and provides feedback on team's process and progress

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Team Roles & Responsibilities (continued)

Additional Team Member Roles

- **Team Recorder**
 - Writes down all the ideas and material generated during the working meeting
- **Team Timer**
 - Makes sure that team stays on its time budget for the various tasks
- **Team Gatekeeper**
 - Makes sure that all members of the team are participating
- **Team Devil's Advocate**
 - Makes sure that opposing ideas are brought up and discussed
- **Team Encourager**
 - Makes sure that everyone on the team is getting positive recognition for their contribution
- **Team Resource Holder**
 - This person holds team resources (e.g., calculators, instructions, paper & pencils, etc.)

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Assigning Team Roles

- The Team leader will be assigned by the workshop facilitator
- The team recorder will be the team member who is just to the right of the team leader
- The team gatekeeper will be the team member who is just to the right of the recorder
- The team facilitator will be the team member who is just to the left of the team leader
- The team encourager will be the team member who is just to the left of the team facilitator

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Meeting Structure

- **A well thought-out agenda is critical**
- **Meeting must have a clearly defined purpose, realistic expectations**
- **Advance preparation of all participants**
 - **provide agenda and all informational materials prior to meeting and request that participants come prepared to act**
- **Look for tasks that are better accomplished by individuals or small groups before the meeting of the large group**
- **Smaller groups tend to be more efficient**

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Agenda Planner

Time Block (minutes)	
From To	Details
Duration	
Topic	
Participants	
Purpose Knowledge Know-How Application Analysis & Synthesis Appreciation / Evaluation Decision To Be Made	
Delivery Method or Activity	
Quality Tools or Activity	
Required Reading or Preparation	
Visual/Audio /Other Aids/Equipment	

Team Leader

Team Recorder

Team Encourager

Team Facilitator

Team Time Keeper

Team Devil's Advocate

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Team Rankings and Scores

- Now return to the survival exercise and rank the items as a team (Step 2). (25 minutes)
- Compute the individual and team scores (Steps 4 & 5; expert rankings for Step 3 are included in the Appendix). (5 minutes).
- Transfer the *individual* high, low, and average scores and the *team* score to the transparency provided (5 minutes).

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Discussion of Team Decision-Making Process

How did the team reached its decisions; i.e
what was the process?

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Process Check

- **Report to the Workshop by Teams:**
 - **What Was Learned**
 - **What Do You Desire More Information On**
- **Do the following process check for this session**

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Process Check

	DISAGREE			AGREE	
All team members participated	1	2	3	4	5
The members with roles did their jobs	1	2	3	4	5
The group stayed focused on task	1	2	3	4	5
The group decisions were consensus	1	2	3	4	5
Overall, the team functioned well while performing this task	1	2	3	4	5

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What the experts SAY

Survival Ranking by Experts

Space Survival

Matches	15	Little or no use on moon
Food	4	Supply daily food required
Rope	6	Useful in tying injured together, help in climbing
Parachute	8	Shelter against sun's rays
Heating unit	13	Useful only if party landed on dark side
Pistols	11	Self propulsion devices could be made from them
Milk	12	Food mixed with water for drinking
Oxygen	1	Fills respiration requirements
Map	3	One of principal means of finding directions
Raft	9	CO bottles for self propulsion across chasms, etc,
Compass	14	Probably no magnetized poles, therefore useless
Water	2	Replenishes loss by sweating, etc
Flares	10	Distress call when line of sight possible
First aid kit	7	Oral pills or injection medicine available
FM receiver	5	Distress signal transmitter, possible communication with another ship

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