

Flex Team Workshop - Full Agenda

- Date:
- Team:
- Workshop Facilitator:
- Mural Board:

Flex Team Workshop: Total length 90 min					<i>*Adjust the "Start" and "End" timestamp accordingly</i>	
Agenda	Start	End	Duration*	Key Exercise	Goal	
Welcome & Warm Up	10:00	10:05	0:05	– Welcome and briefly share about purpose, agenda, and workshop rules	Welcome: Introduce the agenda, set goals, and expectations	
	10:05	10:10	0:05	– Warm up: Share an image/meme that represents your mood today and add a sticky with their name to the area	Warm up: Participants are asked about their mood today. Their task is to search for a picture or meme that reflects their mood and post it on the MURAL together with their name on a sticky. This ensures everyone is familiar with the basics of MURAL.	
1 Retrospectives "Keep" or "Change"	10:10	10:25	0:15	1-1 Finalize the pre-work in 5 min and each person share their reflection	Gain empathy: This is for the team to look back on their working experience during COVID. The team reflects on both what went well and what can be improved. This will help to gain empathy for one another.	
	10:25	10:35	0:10	1-2 Classify all sticky notes from 1-1 into "KEEP" or "CHANGE" and cluster them		
2 Define the "Activities"	10:35	10:50	0:15	2-1 Select the maximum 18 most relevant "Activities" for the team	Understand activities: The team selects the most relevant activities that the team is conducting daily basis. The team maps the selected activities to four different quadrants. In the end, the matrix will help the team identify which activities are required either onsite or remote.	
	10:50	11:00	0:10	2-2 Move the selected "Activities" and map them into the 2x2 matrix		
Break	11:00	11:05	0:05	– NOTE: Facilitator duplicates the cluster titles from 1-2 to 3-2 during a break	Freshen up	
3 Reimagine the Next Way of Working	11:05	11:15	0:10	3-1 Collect team sentiment for future team collaboration/bonding	Collect team sentiment: The team collects personal preferences regarding which day and time to come to the office. This will help the manager decide which day(s) of the week for all team members to gather on site.	
	11:15	11:25	0:10	3-2 Brainstorm the next action items for the team	Brainstorm action items: Ideate the next steps to support the implementation of the agreed new working model of the team and the respective action items.	
Wrap Up	11:25	11:30	0:05	– Gather session feedback and ask for a feedback survey	Wrap up: Collect the workshop feedback	

Total Time **1:30**

* Formated in hh:mm and automatic calculation for start and end timing in military time