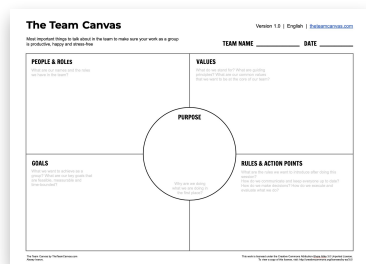


Team Canvas Quick Start Guide

1. WHICH TEAM CANVAS SHOULD I USE?

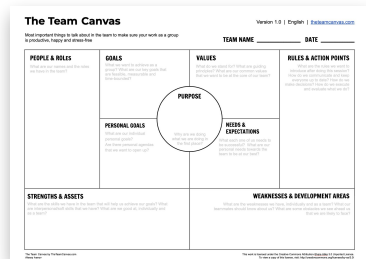
Team Canvas comes in two flavors.

Use **Team Canvas Basic** to kick off team projects or creating new teams. Use complete **Team Canvas** to gently resolve conflict and increase team productivity for existing teams.



- ✓ Start a team
- ✓ Kick-off a project
- ✓ Short-term alignment

30-45 minute session



- ✓ Team alignment and cohesion
- ✓ Gentle conflict resolution
- ✓ Long-term team culture

90-120 minute session

Version 1.0
theteamcanvas.com | hello@theteamcanvas.com

2. WHAT DO I NEED TO RUN A SESSION?

Just a few basic things:

- ✓ Print, draw or project big enough Team Canvas on the wall
- ✓ Make sure each team member has sticky notes of a different color, and a marker / pen
- ✓ Book a separate room and have enough time (up to 120 minutes)

3. HOW TO FACILITATE A SESSION?

- ✓ Easy to follow step-by-step guide for facilitators and team leads available for free online: <http://theteamcanvas.com/use/>
- ✓ Let us know how it goes. Twitter: #teamcanvas

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The Team Canvas Basic

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Most important things to talk about in the team to make sure your work as a group is productive, happy and stress-free

TEAM NAME _____ **DATE** _____

<p>PEOPLE & ROLES</p> <p>What are our names and the roles we have in the team?</p>	<p>VALUES</p> <p>What do we stand for? What are guiding principles? What are our common values that we want to be at the core of our team?</p>
<p>GOALS</p> <p>What we want to achieve as a group? What are our key goals that are feasible, measurable and time-bounded?</p>	<p>PURPOSE</p> <p>Why are we doing what we are doing in the first place?</p> <p>RULES & ACTION POINTS</p> <p>What are the rules we want to introduce after doing this session? How do we communicate and keep everyone up to date? How do we make decisions? How do we execute and evaluate what we do?</p>

The Team Canvas

Version 1.0 | English | theteamcanvas.com

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<p>PERSONAL GOALS</p> <p>What are our individual personal goals? Are there personal agendas that we want to open up?</p>	<p>PURPOSE</p> <p>Why are we doing what we are doing in the first place?</p>	<p>NEEDS & EXPECTATIONS</p> <p>What each one of us needs to be successful? What are our personal needs towards the team to be at our best?</p>	
<p>STRENGTHS & ASSETS</p> <p>What are the skills we have in the team that will help us achieve our goals? What are interpersonal/soft skills that we have? What are we good at, individually and as a team?</p>		<p>WEAKNESSES & DEVELOPMENT AREAS</p> <p>What are the weaknesses we have, individually and as a team? What our teammates should know about us? What are some obstacles we see ahead us that we are likely to face?</p>	