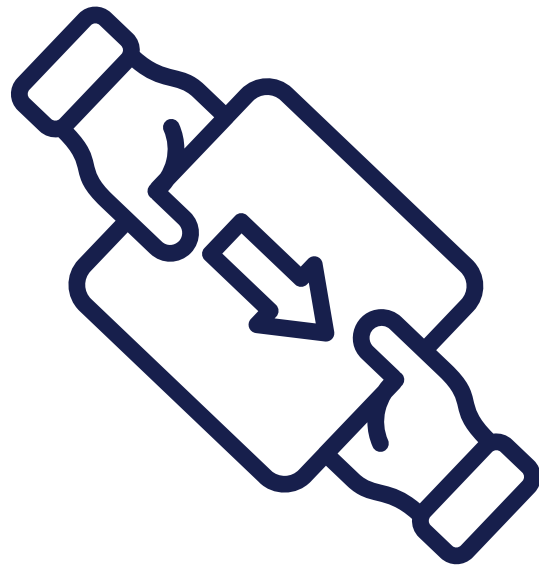


TEAM BUILDER DELEGATION EMPOWERMENT



UPLEVELING  YOUR BUSINESS

TEAM BUILDER: DELEGATION EMPOWERMENT

Admin Overview & Pre-Event Instructions

Overview:

This Team Building Activity emphasizes Team Communication, Identifying Strengths, Delegation, Tactical Planning, and Scheduling!

Effective delegation requires leaders to understand the strengths and weaknesses of their team members and assign tasks accordingly. Delegating tasks without considering team members' abilities can lead to frustration and decreased productivity.

Preparations:

- Calendar
- List of Possible Projects
- List of Possible Rewards

Notes & Other Ideas:

TEAM BUILDER: DELEGATION EMPOWERMENT

Team Instructions

1. Divide participants into small groups of 4-6 members.
2. Ask each person in the group to identify their top 3 zones of genius (areas where they excel and feel most competent) and 3 tasks they don't enjoy as much. Allow 5-10 minutes for this discussion.
3. Provide each group with a list of 3 projects. Here's an example:
 - Organizing a virtual conference
 - Launching a new product
 - Developing a marketing campaign
4. Instruct each group to break each project down into manageable tasks as follows:
 - a. Planning
 - b. Logistics
 - c. Getting Team Buy-In
5. Ask the groups to match each task to the team members whose zones of genius align with the task requirements, ensuring an equal distribution of workload. Encourage them to discuss and agree on the best fit for each task.
6. Have each group set realistic deadlines for each task, ensuring that everyone is on the same page regarding timelines.
7. Challenge the groups to complete the task assignment process efficiently. The first group to finish can be celebrated with a fun activity or small reward.

Notes:

TEAM BUILDER: DELEGATION EMPOWERMENT

Admin - Anchoring In the Lessons

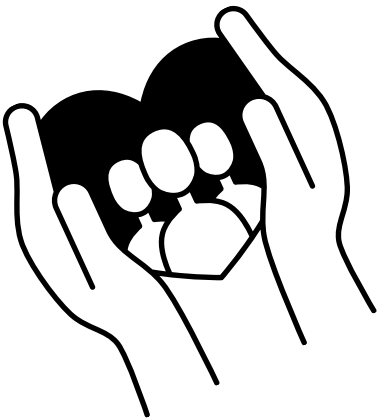
Questions to Ask the Team After assigning the tasks:

- What was the experience of identifying your zones of genius like?
- How did understanding each other's strengths help in assigning tasks?
- How did it feel to delegate tasks based on strengths?
- Were there any challenges in matching tasks to team members? How did you overcome them?
- How can you apply this delegation strategy to your actual work projects?
- What steps will you take to ensure effective delegation in your team moving forward?
- How did your group communicate to ensure everyone's strengths were utilized?
- What strategies did you use to make sure the workload was evenly distributed?

Additional Sharing: How did identifying and leveraging each team member's zones of genius affect the overall efficiency and success of the project assignment process?

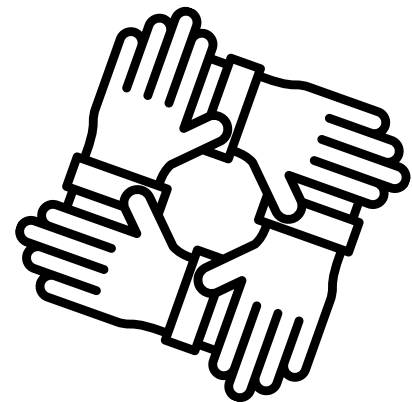
TEAM BUILDER: DELEGATION EMPOWERMENT

This Month's Team Builder was all about Delegating Tasks Effectively by Identifying Individual Strengths and Collaboratively Assigning Tasks based on those Strengths.



Takeaway #1: By identifying individual zones of genius, team members gain a better understanding of each other's strengths, leading to more effective task assignments.

Takeaway #2: Through the process of discussing and assigning tasks, team members learn to communicate more effectively and collaborate towards common goals.



What were your favorite takeaways?



Date:

Time:

Location:

Facilitator(s):

TEAM BUILDER AGENDA

Summary/ Theme of Team Builder

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Welcome

12:00pm - 12:10pm Prompt To Post in Chat
Set up theme for the call and agenda

Notes:

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.....

Agenda Topic 1: Ice Breaker

12:10am - 12:20am Write a short sentence listing the main objectives of the subject under discussion and what you hope to achieve.
Speaker:

- Purpose
- Ideas
- Goals

Notes:

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Agenda Topic 2: Content

12:20pm - 12:50pm Write a short sentence listing the main objectives of the subject under discussion and what you hope to achieve.
Speaker:

- Purpose
- Ideas
- Goals

Notes:

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Marketing Share

12:50pm - 12:55pm Marketing Team to share what is coming up and how the Team can support!

Notes:

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Close & Sendoff

12:55pm - 1:00pm Prompt To Post in Chat
Best Nugget of the Day

Notes:

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