HONORING GIFTS: BEING A GIFTED OVERSEER OF VOLUNTEERS & STAFF

I. WORKSHOP EXPECTATIONS
Participants will:
1. obtain knowledge to oversee or supervise from the perspective of helping all recognize their gifts in relationship to the mission
2. gain insights into how to oversee or supervise through team building (could be interdisciplinary teams) and moving toward achieving the common good
3. work toward achieving practical and measurable individual and team goals related to living out the mission

II. THIS WORKSHOP WILL BE SUCCESSFUL FOR ME IF...

III. ROLE OF THE "SUPERVISOR" (Employees/Volunteers)
Manage processes:
1) Work unit planning/department or division planning (mission, values, vision, goals, objectives, action plans
2) Budgeting
3) Scheduling
4) Task/ministry assignment
5) Work actions and problem solving
6) Monitoring progress toward goals and vision
7) Evaluating results

Manage People
1) Developing ministry teams and individual skills and capabilities
2) Developing clear expectations (role descriptions)
3) Motivating employees and/or volunteers
4) Monitoring and providing feedback on every day performance
5) Expressing gratitude
6) Conducting formal performance planning and reviews
7) Insuring the carrying out or improvement plans and when necessary disciplinary activity

IV. APPRECIATIVE TEAM BUILDING
1) Aligning purpose, vision and goals
   - Imagine that it is 2 weeks from now. A current team goal that has been clouded by confusion has now gotten more focused, bringing with it more energy and spirit. What was resolved? How? What role did you play in sharpening the focus of the goal and generating enthusiasm for it?
2) Clarifying Roles and Responsibilities
• Describe a time when you and others combined your talents in ways that enhanced everyone’s effectiveness. What was it about you, your teammates and the overall team environment that facilitated this synergy? What was achieved that could not have been achieved if everyone was working independently?

3) Fostering supportive and empowering relationships
• What seeds could you plant today that would enhance the environment of trust? What do you value about yourself as a team player? Describe a time when members of the team experienced difficulties or differences and could successful re-build trust through reconciliation.

4) Creating clear and shared procedures
• Full voice decision making—involves all affected and all whose insights can help. Describe the best meetings you participate in. What makes them worthwhile?

5) Promoting Leadership
• Describe the most inspiring leadership you have experienced. What made it inspiring? What conscious choices did you make as a result of that inspiring leadership? What might you do to demonstrate more inspiring leadership with your current team

6) Elevating Energy and Spirit
• When was the last time your team celebrated their successes? What kind of energy comes from celebrations after a lot of hard work has been done?

7) Advancing Productivity and Performance
• Describe a ministry success that was a result of disciplined execution. What was involved? How did it come about? What brings playful productivity to teams? What can we do to liven up the spirit and boost the results of our team? Rapid recoveries from setbacks are critical to effective teams? What contributes to rapid recoveries? What learnings emerge? What have you done in a situation where you had to “more with less.” What effect did that have on the team?

8) Stimulating purposeful and Uplifting Communication
• Teaming with emotional intelligence—fostering trusting, collaborative relationships that outlive even the most challenging circumstances; open and honest communication; listening to understand; seamless cross-team collaboration.

Resources  
Team Building: Issues and alternatives, William Dyer
Leadership is an Art Max DePree;
Appreciative Team Building, Diana Whitney, Amanda Trosten-Bloom, Jay Cherney and Ron Fry.

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