

Team Meeting #1: The Essential Team Conversation

At your first team meeting, take time to get to know each other. To focus the conversation, appoint one of your team members as a facilitator for this meeting (or share this role around the team). The facilitator is tasked with ensuring that each team member has an opportunity to respond to the questions below, and that speaking time is balanced amongst team members.

When you are listening to your team members, practice the skill of **listening to understand**: listen without interrupting or changing the subject, and demonstrate your understanding of what you have heard by asking clarifying questions, paraphrasing the meaning behind the words, and summarizing the highlights.

PART ONE – Introductions

- Share your name, what you prefer to be called, where you live, your background, and interests
- Share your top three personal values and bit about why you chose these.
- What brings you to study at Royal Roads University?
- What are your personal goals for this program?

PART TWO – Working with Others

- What do you value most about working in teams?
- What do you hope to gain from your team experiences at Royal Roads?
- What do you know about how you work best with others, and how do you usually respond when there is conflict?
- What is challenging for you about working in teams?
- What are your expectations of yourself when working in this team?
- What are your expectations of your team members?
- What are your strengths and how can you utilize these strengths within this team?
- How will your team know when you are feeling overwhelmed, frustrated or “checked-out”, and how can your team support you if this happens?
- What else does your team need to know about you?