Team Charter Creation

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| **Duration:** | 1 hour | **Group Size:** | Any |
| **Description:** | Facilitate your team to create a charter |
| **Benefits:** | Agree what we expect of each otherHold each other and our leaders accountable to those expectationsAvoid conflictIntegrate new starters into the team smoothlyDemonstrate our respect for each otherPrevent little annoyances becoming big grievancesCreate team harmony |
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**Supplies:**

* Team Charter Activity PowerPoint file (there are two versions, one for running the activity in-office and another for running it remotely via video conference)
* Team Charter Poster Template.dotx
* In-office only
	+ 3 x flipchart pages titled:
		- What you expect from each other
		- What you expect from your leaders
		- Team etiquette
	+ Markers
	+ Post-its
	+ Pens

**Instructions:**

1. Run through the introductory slides on what a Team Charter is, why your team needs one and how to start creating it. As with any of the team building activities, your team’s buy in depends on your own buy in as the facilitator so if you have any doubts about the point of this exercise please talk to someone before continuing.
2. Here the actions differ depending on if you are running the activity in the office or remotely via Teams but the instructions for each are on the PowerPoint slides.
3. Follow the instructions for the two stages as detailed on the slides.
4. Once finished allow the team a ten minute break. During the break your job is to collate the points given by the team and enter them into the three slides that follow on the PowerPoint.
5. Gather the team back after the break and take them through the ratification slides.
6. Read each item in turn, when “Agreed by all?” appears, seek agreement from the team before continuing.
7. Changes can be made at this stage with full agreement from the team, I’d suggest noting them down for adding later rather than adjusting the presentation at this stage.
8. End the meeting on the thank you slide.
9. Copy the finalised charter items into the Team Charter Poster Template.dotx and save to your team’s Team.
10. Print and laminate an A3 copy to post in your office.