



## 3 Steps to Empowered Virtual Teams...



[www.playprelude.com](http://www.playprelude.com)



**Prelude** is a fast, fun, meaningful way for virtual teams to grow from 'Me' to 'We'.

**Step 1: Tune-Up**

**Step 2: Practice**

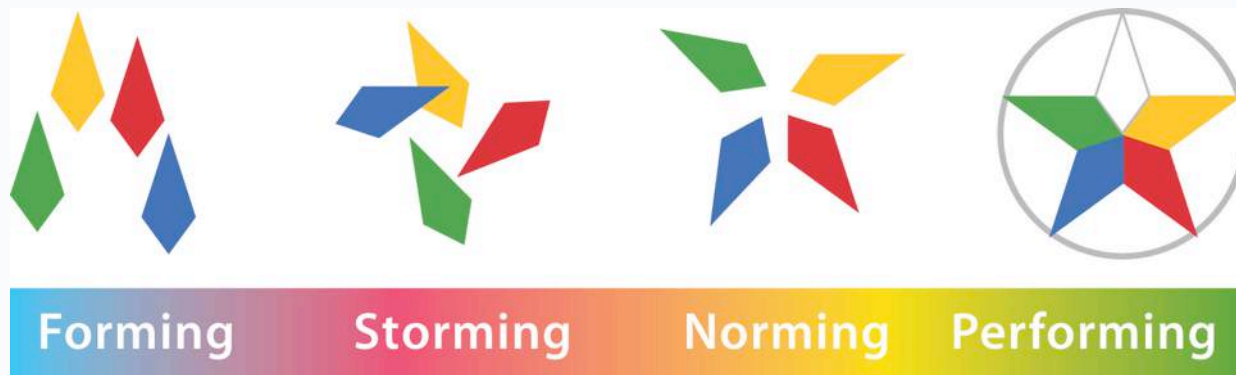
**Step 3: Bridge**

# Methodology

STEP 1: TEAM TUNE-UP	STEP 2: TEAM PRACTICE	STEP 3: BRIDGE TO TEAMWORK
<b>Exercise 1</b> iStar Self-Assessment*	<b>Exercise 1</b> iTag	<b>Exercise 1</b> Team Alignment Plan*
<b>Exercise 2</b> iStar Story	<b>Exercise 2</b> weTag	<b>Exercise 2</b> Team Charter Template
<b>Exercise 3</b> Team Element Table	<b>Exercise 3</b> allTag (larger groups)	
<b>Exercise 4</b> StarSmart Journal		
* Proprietary Software Applications		

# Guided Team Experience

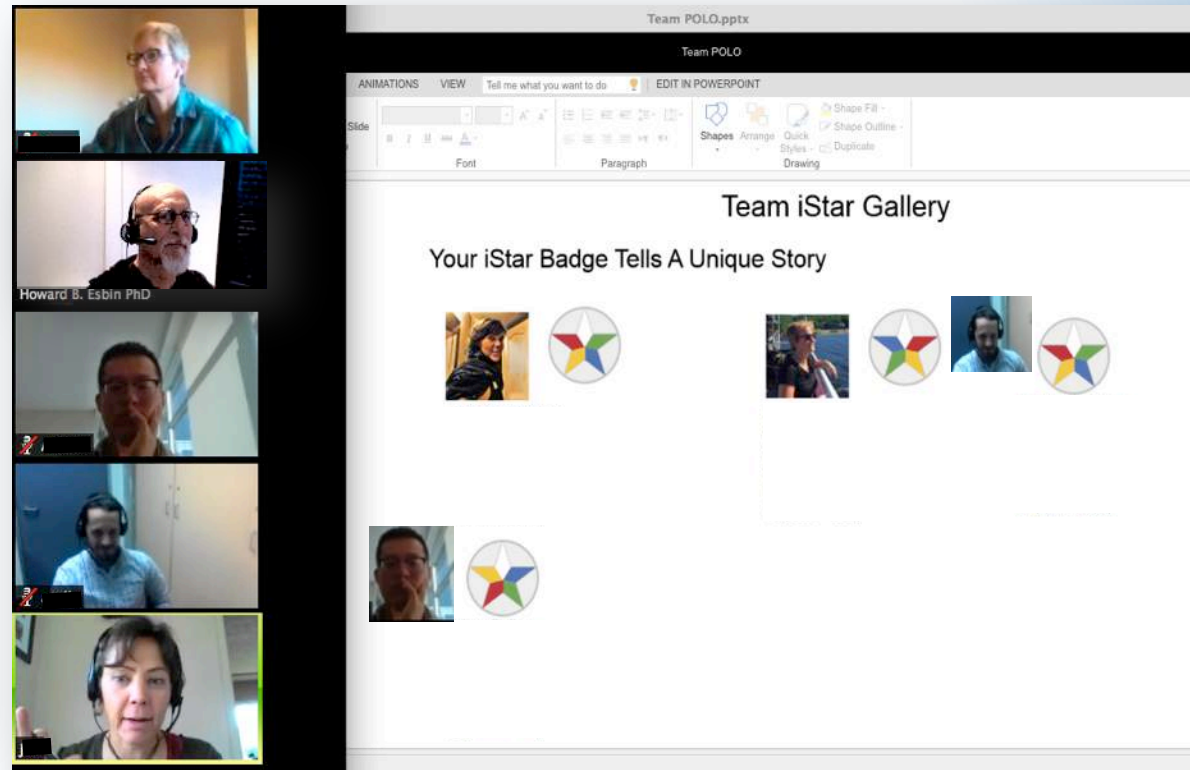
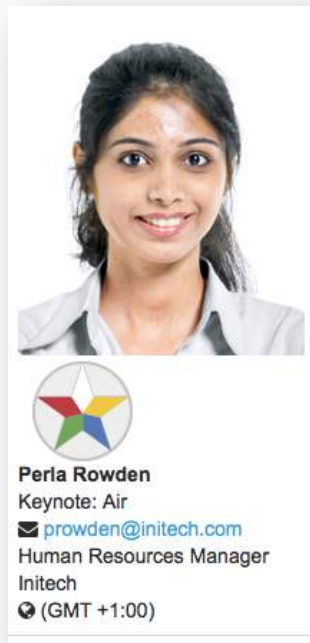
A **Certified Facilitator** guides teams through a transformative experience using: **Self-Assessment, Self-Expression, Co-Creation, and Dialogue.**



As teammates become attuned, cognitively and emotionally, trust naturally arises and accelerates.

# Step 1: Tune Up

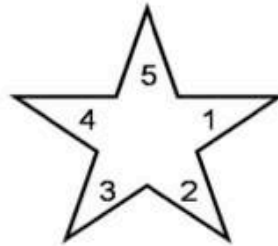
- Teams complete online self-assessment called iStar™
- Generates individual holistic profile and digital iStar Badge™
- Teams meet online to share iStar Stories™ and grow together



# *iStar Story Template*

## EVERY ISTAR TELLS A STORY: WHAT'S YOURS?

- Review the Mottos for each of the Five Elements
- Start with your Keynote at 3:00 clockwise
- Share something from your work/life reflecting this motto
- Continue around to the Fifth Element at the Apex



ELEMENTS	MOTTOS	QUOTES
Air Yellow	Plan It	Plans are nothing; planning is everything. Eisenhower
Fire Red	Do It	Action is the foundational key to all success. Picasso
Water Blue	Feel It	When I'm on stage..it's a feeling like no other. Alicia Keys
Earth Green	Think It	If you want success, start thinking of yourself as a success. Joyce Brothers
Quintessence	Imagine It	Logic will get you from A to B. Imagination will take you everywhere. Einstein

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# *iStar Story Example*

## ISTAR STORY EXAMPLE



**Howard B. Esbin**   
Facilitator  
playprelude.com

**My Keynote:** *I'm always thinking "big picture"*

**Water:** *How you really feel is very important to me*

**Air:** *Spreadsheets are necessary but not fun*

**Fire:** *I tend to act only when I'm done thinking and planning*

**Quintessence:**

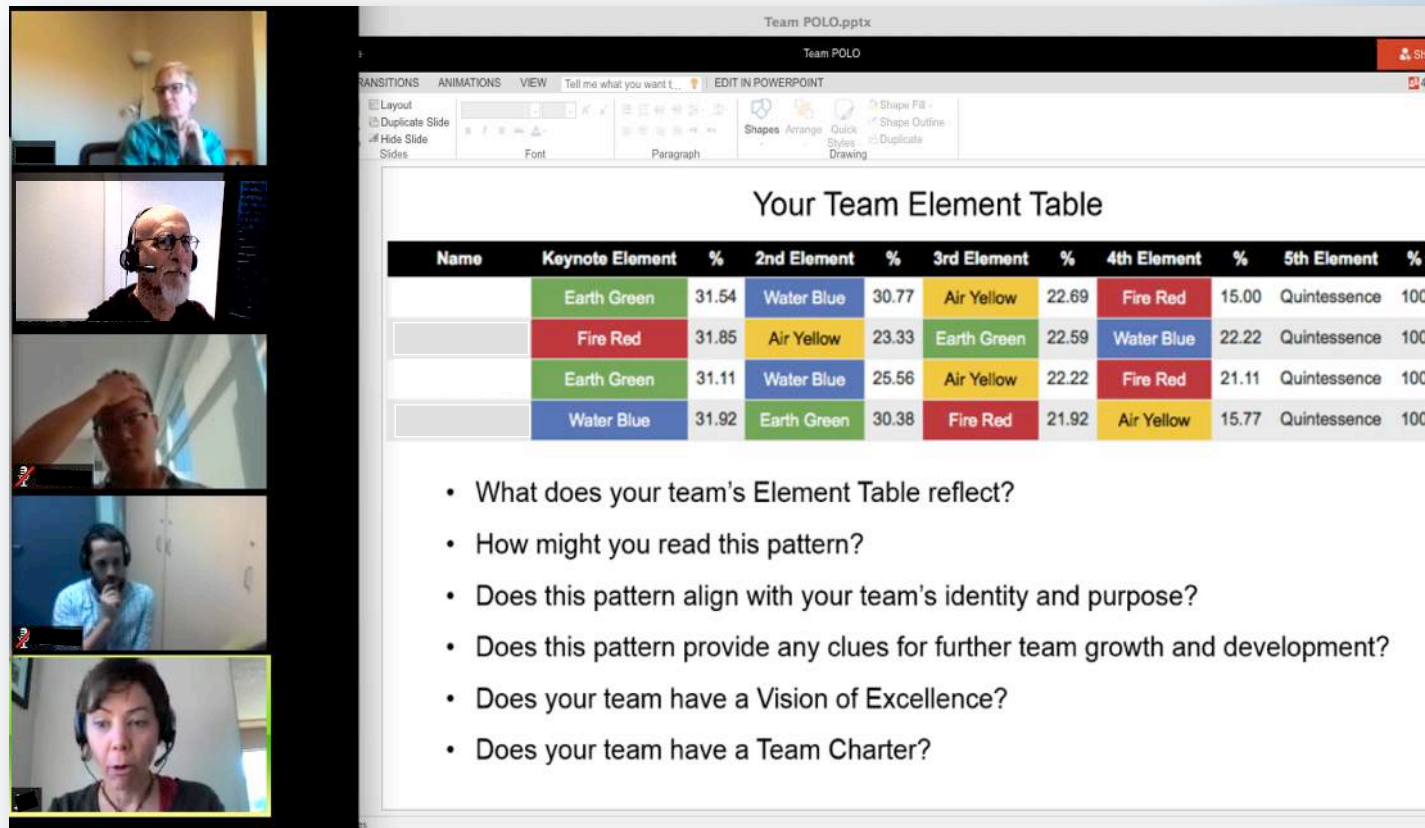
*"My idea of excellence" is being the best I may be*

*"My core values" include mindfulness, kindness, and courage*

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# Team Element Analytics

Teammates quickly, easily understand the overall balance of their **soft skill strengths** and where change is needed.



The screenshot shows a video conference interface with five participants on the left. The main window displays a PowerPoint slide titled "Your Team Element Table". The slide content includes a table with team element data and a list of reflection questions.

Name	Keynote Element	%	2nd Element	%	3rd Element	%	4th Element	%	5th Element	%
	Earth Green	31.54	Water Blue	30.77	Air Yellow	22.69	Fire Red	15.00	Quintessence	100
	Fire Red	31.85	Air Yellow	23.33	Earth Green	22.59	Water Blue	22.22	Quintessence	100
	Earth Green	31.11	Water Blue	25.56	Air Yellow	22.22	Fire Red	21.11	Quintessence	100
	Water Blue	31.92	Earth Green	30.38	Fire Red	21.92	Air Yellow	15.77	Quintessence	100

- What does your team's Element Table reflect?
- How might you read this pattern?
- Does this pattern align with your team's identity and purpose?
- Does this pattern provide any clues for further team growth and development?
- Does your team have a Vision of Excellence?
- Does your team have a Team Charter?



# *StarSmart Journal™*

For ongoing reflection, goal setting, and mapping progress.

	Theme	Activity
1	<b>Understanding Yourself</b>	Participants will reflect upon how their elemental <b>iStar</b> strengths are reflected in their lives and the lives of those they know
2	<b>Understanding Others</b>	Using examples, prompts, and knowledge gained from Prelude, participants will develop greater understanding of the way their co-workers see the world
3	<b>Effective Communication</b>	Participants will reflect on what other personality types need to experience for them to successfully share their ideas
4	<b>Practical Applications</b>	Participants will choose from a roster of “test applications” and try to use their Prelude knowledge for communication or collaboration
5	<b>Self-Understanding &amp; Advancement</b>	Using what they have learned, participants will develop some personal action steps that allow them to better meet personal goals and contribute to their team.

## Step 2: Practice

- Teammates co-create powerful symbols of identity
- Foster vision of team excellence
- Accelerate team trust



# iTag

PowerPoint Online Play Prelude Innovation Impact Group Share Play Prelude

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS VIEW Tell me what you want to do EDIT IN POWERPOINT

3

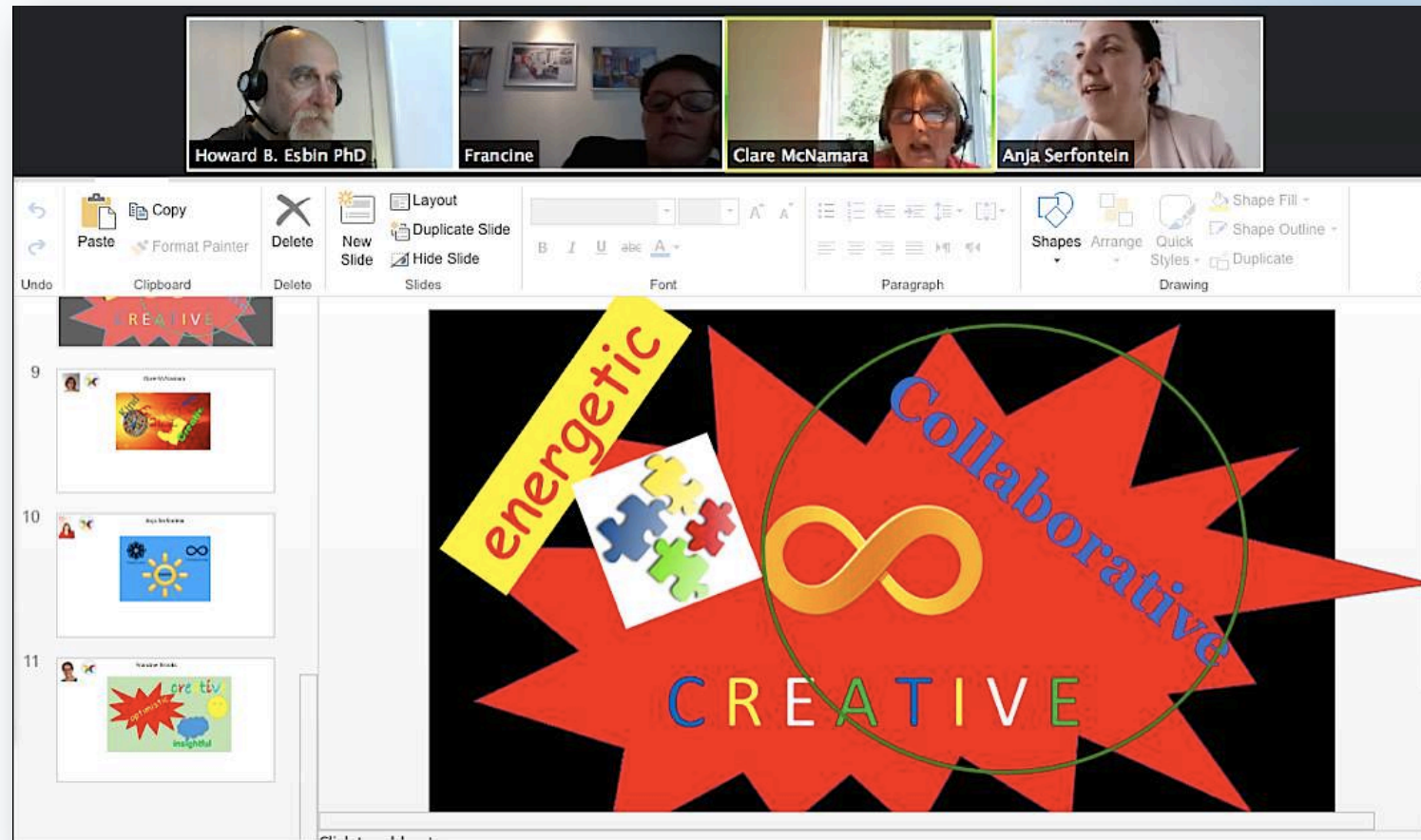
4

5

6

The slide features a dark blue background. A large yellow arrow points diagonally upwards from the bottom-left towards the top-right. The word 'Expeditor' is written in a light blue, sans-serif font along the length of the arrow. At the top-left of the arrow's path is a red starburst shape containing the word 'Expressive' in blue. At the bottom-right of the arrow's path is the word 'Collaborative' in a light blue, cursive-style font. Three green circular smiley faces are positioned around the arrow: one at the top-left, one at the top-right, and one at the bottom-right. Blue curved arrows connect the 'Expressive' starburst to the top-left smiley face, the top-left smiley face to the top-right smiley face, the top-right smiley face to the 'Collaborative' text, and the 'Collaborative' text to the bottom-right smiley face. The bottom-right smiley face also has a blue arrow pointing back towards the 'Expeditor' arrow.

*weTag*



# *allTag*

## *For Larger Teams*

### ALLTAG

#### Multi-Team Quilt

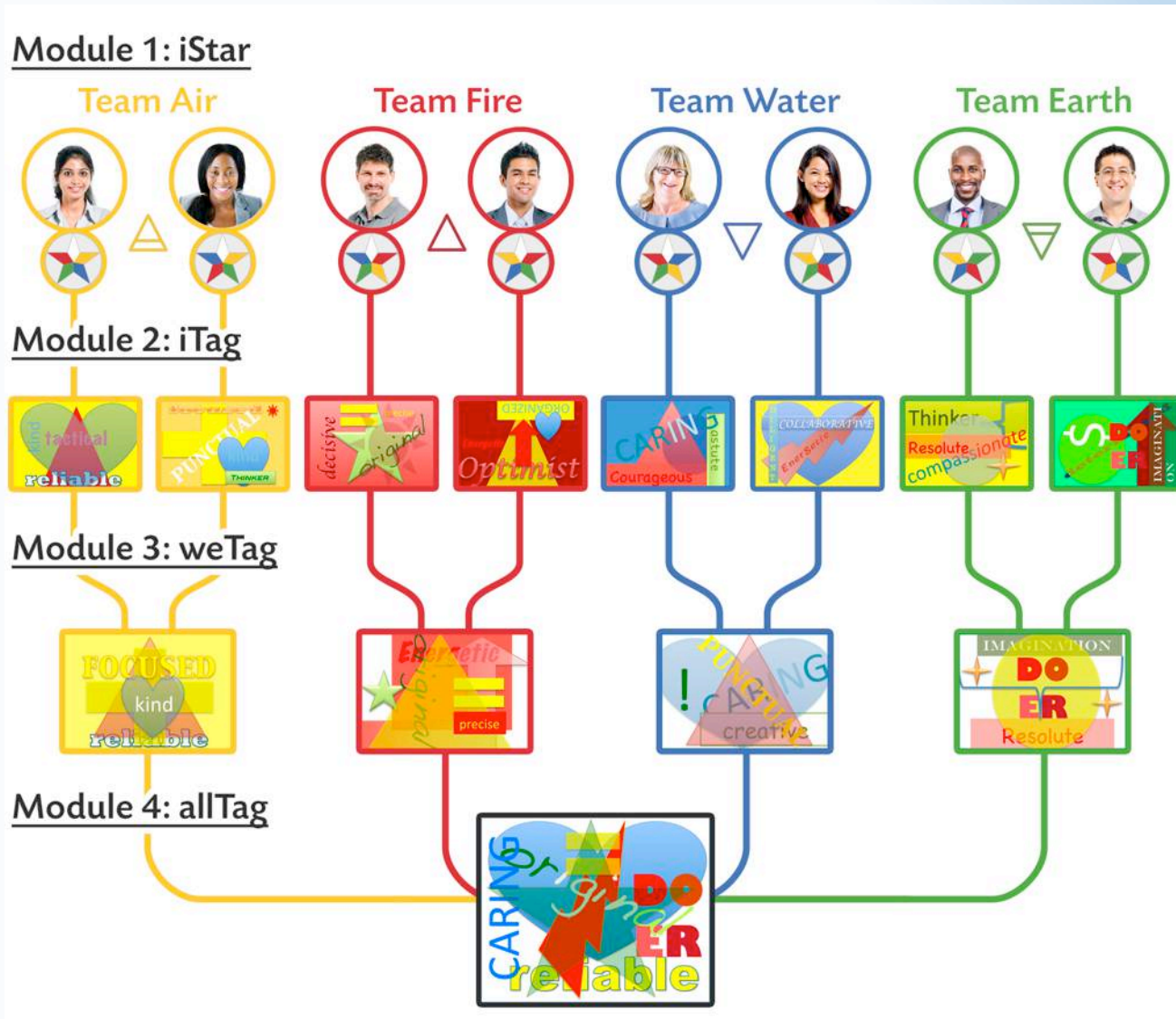


- The weTags from each team is woven together to form a quilt.
- This will allow teams to look at the variations amongst the weTags in a holistic manner.
- The Facilitator will then ask teams to discuss similarities and differences
- The goal is to establish wider cross team spirit and organizational identity

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# Teams Practice Big Picture Thinking





# Step 3: Bridge

## *Team Alignment Plan™*

Helps teammates align diverse elemental strengths to work goals, tasks, and deliverables.

## *Team Charter Template*

Contributes to more robust, useful Team Charter.

**tap** Team Alignment Plan

**User Demo TAP**

**Prelude** Growing teams together

**TAP Activities**

1. Goals & Deliverables
2. Task Assignment
3. Skills Requirements
4. Skills to Task Element Map

**Activity 4: Skills to Task Element Map**

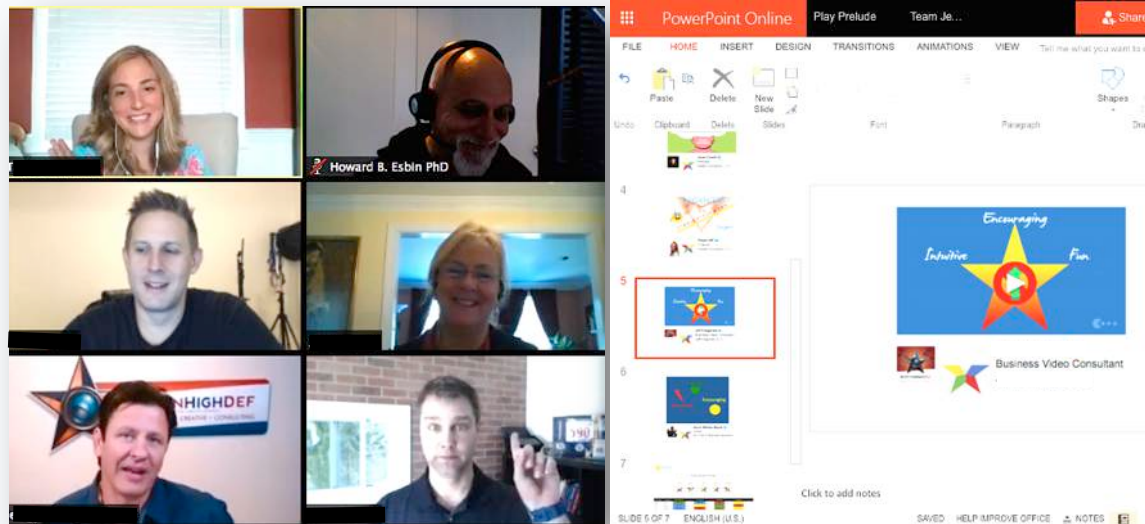
**Purpose:** In this final activity, you'll be able to visually see the soft skills requirements that your team has determined necessary for each task. Once you're done looking at the map, see the questions below for further dialogue. You can also print a full-page version of the Team Alignment Plan.

**Team Goal** Successfully launch brand new product!

	Earth Deliverable #1	Fire Deliverable #2	Air Deliverable #3	Water Deliverable #4
<b>Deliverables</b>	Design a new responsive website with mobile access.	Create new and innovative packaging for product.	Launch viral marketing campaign using social media.	Engage targeted customer base for early feedback and sales probability.
<b>Time</b>	10/18/2016	10/19/2016	10/20/2016	10/21/2016
<b>Tasks</b>	Task 1 Determine framework.	Task 1 Design team will research best materials to use.	Task 1 Hire new Social Media Director	Task 1 Target 3 national trade shows.
<b>Skills</b>	<b>Required Skills</b> acknowledging others creativity designing following through guarding learning observing	<b>Required Skills</b> assembling details guiding logical thinking	<b>Required Skills</b> public speaking risk taking training	<b>Required Skills</b> compassion displaying things eloquent
<b>Keynote Fire</b>				
<b>Keynote Water</b>				
<b>Keynote Air</b>				
<b>Keynote Earth</b>				
	Task 2 Create new brand and design/layout.	Task 2 Meet with graphics team to introduce new brand.	Task 2 Synch all social media accounts	Task 2 Send out early sampling to get feedback.
<b>Required Skills</b>		<b>Required Skills</b> critiquing dancing	<b>Required Skills</b> critiquing dancing	<b>Required Skills</b> critiquing dancing

# Team Benefits

- Accelerates Team Trust
- Strengthens Soft Skills
- Reduces typical causes for Interpersonal Conflict
- Greater appreciation of Diversity
- Positive Team Mental Model
- Positive Team Emotional Climate



# Testimonials

*“Prelude is **quicker** and **more focused on team alignment** compared to anything else.” Agile Coach*

*“Prelude is **deeper**, leads to **better self understanding** and understanding others, has a step of **co-creation**, and is more **fun** (**not boring** or something standard).” Agile Coach*

*“**Faster and deeper** access to understanding diverse team strengths through the power of image and words combined.” Coach Facilitator*

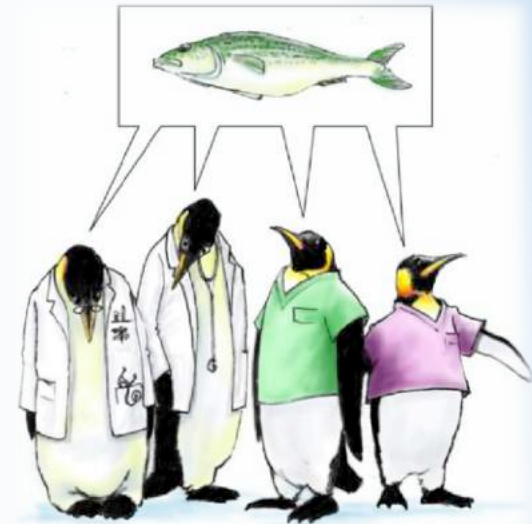
*“It **goes beyond** the assessment that others stop at and **dives deeper** via the iTag and weTag to **tap into creative and visual communication sources** we don't typically utilize.” Project Manager*

# VIRTUAL TEAM VISION & CHARTER

## Checklist



Vision and Charter	Yes / No
Does your team have a Vision of Excellence?	
Has your team created a Team Charter?	



*“The secret key to high performing virtual teams is a positive mental model and identity”*

# VIRTUAL TEAM TRUST: 10 STEPS

## Checklist



VT Trust Building Steps	Yes / No
Pre-project online activity	
Engage entire team	
Introduce distributed leadership	
Encourage pro-active exchange	
Develop shared language	
Foster rapport	
Leverage “swift trust”	
Showcase teammate competence & reliability	
Provide social networking features	
Establish synchronous-asynchronous rhythms	

# VIRTUAL TEAM: 10 SOFT SKILLS

## Checklist



Soft Skills Practice	Yes / No
Self-Awareness	
Self-Efficacy	
Creativity	
Empathy	
Communication	
Negotiation	
Flexibility	
Collaboration	
Appreciation for Diversity	
Big-Picture Thinking	



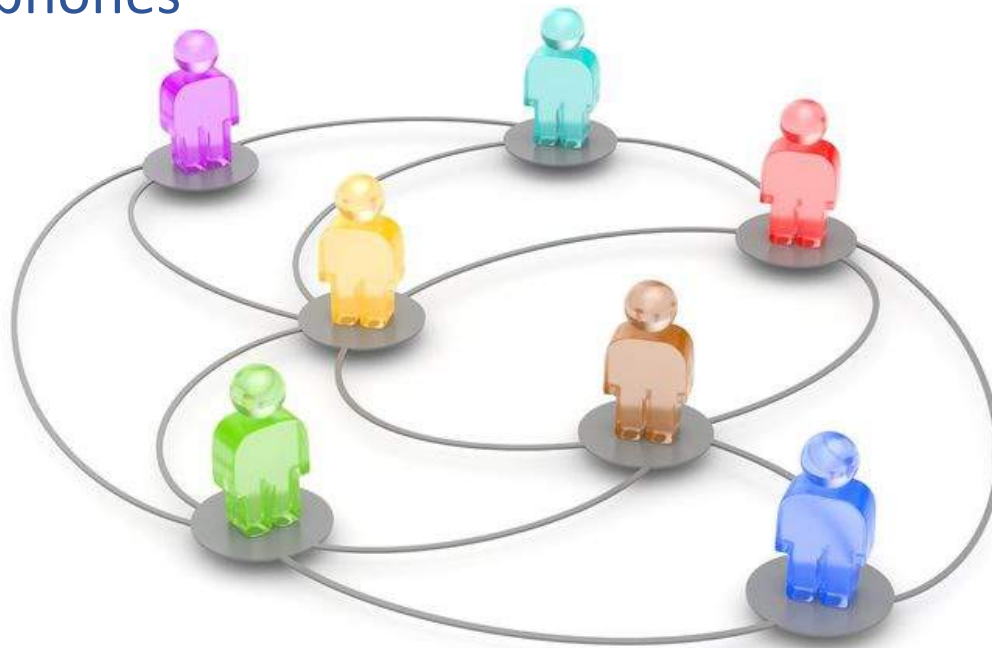
# Scheduling

- Flexible scheduling due to modular design
- Asynchronous & synchronous exercises
- Small teams require less time

STEPS	ACTIVITY	WHO	MODE	TIME	SCHEDULE
<b>Session I: Tune Up</b>	<b>Module 1: IStar</b> Complete Prior to meeting	Individual	Asynchronous Self-Directed	25 m.	One Week Prior
	Review & Dialogue Introduce StarSmart Journal	Team	Synchronous Everyone	60 m.	
	<b>Module 2: iTag</b> Creative Exercise	Individual	Asynchronous Self-Directed	30 m.	
<b>Session II A: Practice</b>	Review & Dialogue	Team	Synchronous Everyone	30 m.	.
	<b>Module 3: weTag</b> Creative Exercise Review & Discuss	"	"	60 m.	"
Session II B: Practice For Larger Teams	Module 4: allTag Creative Exercise Review & Discuss	"	"	90 m.	
<b>Session III: Bridge</b>	<b>Team Alignment Plan</b> Team Charter	"	"	60 m.	"

# Tech Requirements

- Prelude is easily delivered across devices and platforms (Lync, Hangouts, Skype, WebEx, Zoom, etc.)
- High speed broadband, connectivity, video capacity, headphones





*Empowering Virtual Teams*

Thank You.

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