

## Session 5 Homework: *Intervention Design*

Attached are the three scenarios. Choose whichever one works for you. And, if you are eager pick two.

### **DIRECTIONS:**

Using the model of data / purpose / plan / evaluate and given the data...

- Draft 3-4 **outcomes**,
- Then draft a **purpose** -- Once you have a basic feel for the organization or group through data collection, you want to discern a compelling reason for convening the meeting versus putting together a list of activities. The succinct purpose statement serves as a beacon as you put the session together and helps the participants in the session to better understand the “*what*” and “*why*” the session is happening. The feeling you want them to have is that the purpose is a good reason for pulling all of us together.
- Then draft the **opening 30 - 40 minutes** of the meeting.
- If you get the whole meeting drafted, that will be good too.

The handouts: *Designing the Change Journey* and *Some things to Consider in Choosing Design Sequence* are good resources.

### **PRESENTATIONS:**

During session 5 each of you will present your work and then as a team we will offer input and thoughts about sequence and tools and the connection to purpose.

If there are some people attending Session 5 who have not been a part of Session 4 I will ask them to observe this part of the program.

### **Considerations for presenting:**

- Make your work visible
- Flip chart paper – mind map
- Post it note
- Sample template
- What will be important is to hear your thought process
- Each person will get 5 minutes to present and 5 minutes of team feedback

## Situation 1: Team Harmony

How can we create some kind of harmony across functions in an organization?

Using the data below create a design team meeting with members from both teams to design a meeting to bring the teams together

There has been conflict between the sales team and HR, how can the teams meet to address their issues and find a way to move forward.

Can the teams develop a plan to assess the issue, help them reset and heal, let go of the past, and move ahead with a shared goals for the good of the organization

### What we know:

- Negative perceptions and fear of HR
- People are afraid of change
- Challenge getting Sales Manager to have sustainable positive behavior
- Lack of mutual trust across functions
- Abuse of power or perceived power



## Situation 2: Consulting Team Communication Issues

Some members are in the office; others work virtually and come into the office only randomly to meet with clients.

Use the data below to create a 90-minute staff meeting for the team to figure out how to work better together.



### What we know:

- Flow of information is poor between the in-office staff and the virtual staff
- Decisions about project staffing is not cohesive
- New leader of team, previous leader left for a different job
- No formal staff meeting
- Project staffing done ad hoc and in the moment
- Lack of skill development path

## Leadership Team Questions and Issues

Using the data below design a two hour meeting that would help address these leadership team issues / questions.

- How can we show where and how this team fits with the other teams?
- Are we having problems now?
  - What are they – specific data
  - What are the communication problems
  - How do we determine when and what to communicate
- How does this group define priorities and make decision about the roles and tasks of resources?



## Sample Session Design Template

**DIRECTIONS:** You may wish to use this format to design your session. Add rows as needed to accommodate the entire design.

**Purpose for the Event:**

**Outcomes of the Event:**

Time	Content	Materials / Responsibility
3:30-4:00 PM	Room set up	Team arrives to set up room and prepare for the session  Hang Flip Charts: Purpose / Outcomes / Agenda / Outline for each client
4:00-4:20 PM	<b>Gather and Welcome</b> <ul style="list-style-type: none"> <li>- Welcome, identify the core team, review agenda</li> <li>- Review purpose &amp; proposed outcomes</li> <li>- We will go around in a circle, asking people to introduce themselves and offer the following information:               <ul style="list-style-type: none"> <li>o Name &amp; Occupation</li> <li>o Experience in OD</li> <li>o If you're a lead, a little about your style and approach in a typical CCP endeavor</li> <li>o Your desired outcome participating in a CCP project</li> <li>o Your desired outcome for the evening</li> </ul> </li> </ul>	Erin will facilitate  Erin will try to capture highlights of desired outcomes on flipchart paper <i>Need to set a 30 or 45 second limit or this gets much longer than intended.</i>