



# FACILITATION GUIDE | HIGH-PERFORMING TEAMS

15-20 minutes

## Facilitation Approach: Structured Sensemaking

### Purpose

To reflect on past team experiences to identify what drives highly effective teams, explore challenges, and uncover opportunities to enhance collaboration and collective impact, and fostering alignment with organizational values.

### Breakout Goals

- Identify key factors that contribute to highly effective teams and barriers that hinder collaboration and impact.
- Reflect on individual and team contributions to success and explore opportunities for both personal and collective growth.
- Generate actionable insights to strengthen collaboration and drive collective impact.
- Build a foundation for ongoing conversations and initiatives that emphasize teamwork and shared goals.

### Reflection Prompt

Think back to a team project or initiative you worked on over the past year. Was the team high-performing, or could it have been more effective? What drove its success, or what barriers prevented the team from being more effective? Consider your own contributions to the team: What did you do well, and is there anything you would do differently moving forward?

Facilitation Flow	Facilitation Notes
<b>Introduction</b> <i>2-3 minutes</i>	Remind participants of the prework reflection and frame conversation how important high-performing teams are to supporting effective collaboration in collective action and to advance outcomes.
<b>Table Talk/Small Group Discussion</b> <i>10-12 minutes</i>	At tables, participants should discuss the following questions and be prepared to share out with the larger group afterwards: <ul style="list-style-type: none"><li>● <b>What?</b>   What examples came to mind where an effort with another team or teams (or within your team) was highly effective or where it could have been more effective?</li><li>● <b>So What?</b>   What lessons can we learn from these experiences about how to collaborate more effectively and achieve collective impact?" "How do these experiences align with or challenge our core values and principles?</li><li>● <b>Now What?</b>   What opportunities exist to strengthen our teams and improve our team performance going forward? What specific actions could we take to enhance equity, efficiency, and effectiveness in our work?</li></ul>

<b>Group Share-out</b> <i>3-5 minutes</i>	Each table shares one or two key takeaways or opportunities that emerged from their discussion. (Encourage participants to highlight actionable ideas that could inform future efforts to strengthen teamwork and collective impact.)
<b>Wrap-up</b> <i>2-3 minutes</i>	<p>Conclude the discussion by reminding participants that the next part of the day's agenda will focus on exploring organization-wide objectives for the upcoming year. During this session, cross-functional groups will examine how their team's work aligns with and supports the achievement of these objectives. Participants will also have an opportunity to discuss what support might be needed from other teams to effectively work toward these goals.</p> <p>Highlight that the day will end with core teams using the insights and ideas shared throughout the sessions to inform their individual team planning.</p>