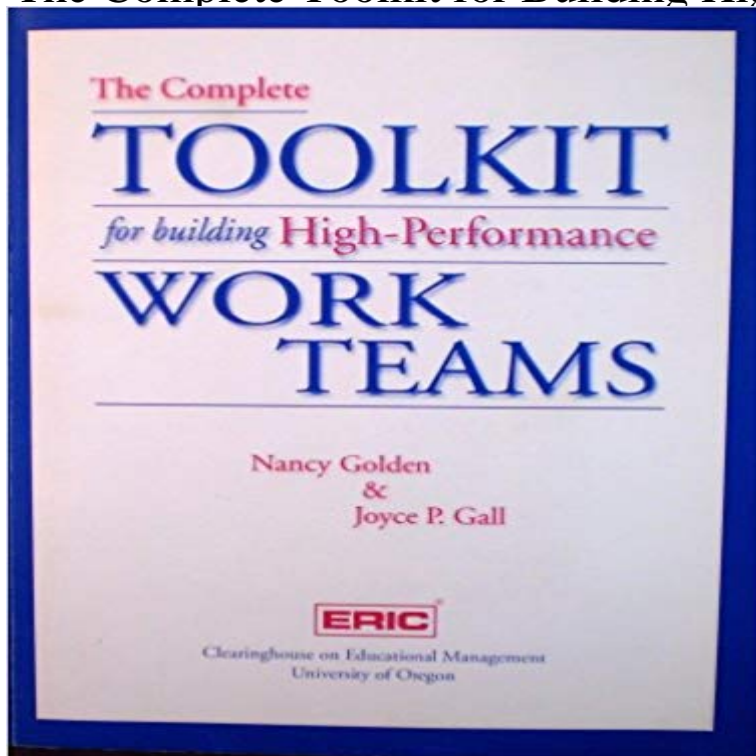


The Complete Toolkit for Building High-Performance Work Teams



The Complete Toolkit for Building High-Performance Work Teams is meant to empower both the leaders and the members of work teams in educational and social-service systems. It presents, in a simple yet systematic fashion, a set of tested facilitation tools that will help teams: *work more efficiently and harmoniously to achieve their goals *deal directly with both personal and work-related issues that might otherwise disrupt or hamper the progress of the teams *make their work a more lively, enjoyable, and growth-producing learning experience

From direct experience we know that these tools can help teams accomplish their mission, whatever the teams size, composition, structure, or desired outcomes. Essential Tools and Strategies for Facilitative Leadership. The Toolkit provides 17 practical, field-validated tools for facilitating work teams in educational and social-service systems. Includes guidelines to select tools for specific tasks, and to prepare other team leaders. The section for each tool explains: *What the tool involves, When to use it, and Why it improves team functioning. *A Step-by-Step Process for use of the tool. *Examples of the tool in action. The Toolkit includes: --> Five tools for Laying the Groundwork: *State a Purpose *Set Group Agreements *Develop a Common Knowledge Base *Clarify Consensus *Form Kaleidoscope Groups. -->Nine tools for Working toward Consensus: *Fly the Helicopter Higher: Focus on Big Ideas *Float a Trial Balloon *Ask Yes-No-What Do You Need? *Brainstorm From --> To *Listen for a Breakthrough *Call for a Power Sweep *Do a Five-Finger Share *Take a Backup Vote *Test for Critical Mass. -->Three tools for Moving into Action: *Cluster Idea Cards *Spend Your Dots *Develop an Action Timeline. Also included: Tool cards explaining the process for using each tool, which can be copied

for team members.

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