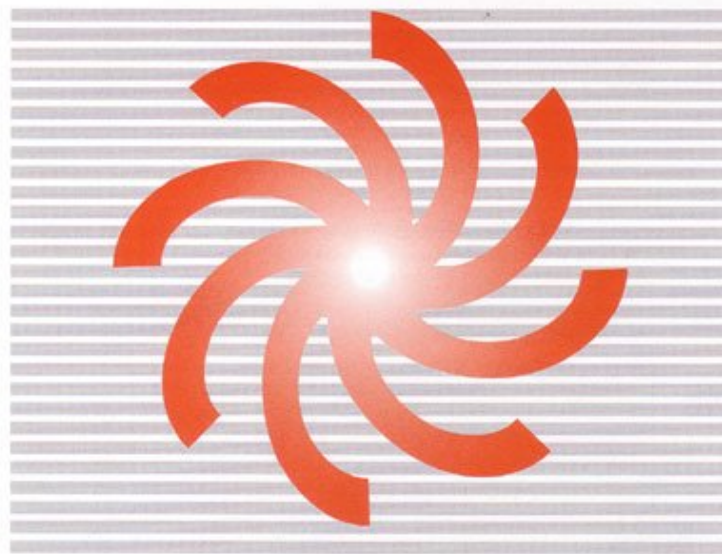

Defining Our Team Mission



Team
Development
Module

Defining Our Team Mission

Guidelines for Facilitating and Completing this Module

Overview	Discussion Guidelines
Introducing the Module Prepare your team for the module.	To begin the module, Read aloud the objectives of this module. They are located directly below the heading, "Discussing Mission Statements," on page 1 of the module.
Completing Step 1 of the Module Rank order the reasons for having a mission statement.	To complete this step, 1st: Read aloud the introduction to Step 1 and the instructions to the discussion activity. 2nd: Ask members to work alone when checking the reasons they feel are important; when they are finished, ask them to share their comments. <i>Note: The reasons provided in this step describe benefits of having a mission statement. In general, one reason is not more important than another, but team members may find one or two reasons particularly important given the issues they dealing with.</i>
Completing Step 2 of the Module Link the team mission to the organization mission	To complete this step, 1st: Read aloud the introduction to Step 2, the opening information and the example. 2nd: Ask team members to write your organization's mission in the space provided and discuss how it is helpful in thinking about writing your team's mission statement. <i>Note: Some organizations may not have an up-to-date mission statement or may have such a long or poorly written one that it is not helpful. If so discuss why it is still important for teams to have their own mission statements. Refer again to the points in step one.</i>
Completing Step 3 of the Module Learn the four essential components of a good mission statement.	To complete this step, 1st: Read aloud the introduction to Step 3 and the information describing the three components of mission statements. 2nd: Ask a member of the team to read aloud the example describing how a mission statement can be separated into its three component parts. 3rd: Ask team members to work alone to identify the products, customers, and values of the example in the practice activity; then, ask them to discuss their results. <i>Note: If team members have difficulty completing the activity when working alone, try doing the activity as a group.</i>
Completing Step 4 of the Module Identify your team's products, customers, and values.	To complete this step, 1st: Read aloud the introduction to Step 4 and the instructions for using the worksheet. 2nd: Ask team members to try working alone to identify your team's products, customers, and values and try combining these into a mission statement. When finished, ask them to share their results. <i>Note: If team members have difficulty, suggest that everyone work together. Try using a flip chart to brainstorm some of their suggestions and draft a statement.</i>
Completing Step 5 of the Module Write your team's mission statement.	To complete this step, 1st: Read aloud the introduction to Step 5. 2nd: Ask team members to write the mission statement in each of their module. <i>Note: There is no such thing as a "perfect" mission statement. Trying to make one perfect can take an excessive amount of time and gets discouraging fast! Strive for a reasonably "acceptable" statement. This can always be reviewed and changed later.</i>
Completing Step 6 of the Module Create a follow-up action agreement.	To integrate what you've learned from this module into your team's daily work, close with a follow-up action agreement. You can accomplish this by: <ul style="list-style-type: none"> • Reviewing the examples in Step 5 of the module and selecting any that work, • Creating a list of additional ideas and choosing from them, or • Discussing with a training specialist any related training that will benefit your team.

Worksheet

Our Mission Statement

Team name: _____ Date: _____

Your name: _____

1st: Brainstorm possible responses for each of the three following mission statement components. Write as many as you can even though all of them may not be used in the final mission statement.

Products and/or Services	Customers	Values
<i>What products we produce</i>	<i>Who we serve</i>	<i>What beliefs our actions reflect</i>
<i>What needs we fulfill</i>	<i>Who we are responsible to</i>	<i>How we treat each other</i>
<i>What services we provide</i>	<i>Who receives our services</i>	<i>How we interact with others</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2nd: Combine some of the key phrases listed above into a sentence or short paragraph describing our team's mission.

Mission Statement
