

How to Facilitate the Team Building Meeting

INTRODUCTION

The Team Building Meeting sets the stage for the success of The Game. It helps a group of individuals to begin bonding and then mesh together into a team capable of achieving significant individual and collective results. This is no small feat to achieve in two hours. The meeting script has been developed over many years and various programs into a finely crafted process. If used as laid out, it will perform for you.

But it does more than build a team. It preempts the problems that can cause a team or individual team members to break down. Each time we debriefed a team and discovered a breakdown, we went back to the Team Building Meeting and redesigned it so it could head off these issues.

The meeting starts by creating a team purpose statement to enable alignment and a shared commitment. You then review the structure so people know the specifics of what they will be doing over the next seven meetings. Next you prepare the team for the first action area. Then you move into scheduling the subsequent meetings and selecting people to lead them. You end the meeting with a process to enable mutual accountability among team members, the backbone of a high-performance team. Each meeting element is carefully scripted so that with preparation and practice you can easily implement it.

PRE-MEETING PREPARATION

Note: You can do these meetings virtually using [Zoom](#), [Google Meet](#), and [Facebook Messenger Rooms](#).

Here are elements to help you prepare to lead the meeting. Ignore those that apply for in-person meetings if your team is meeting virtually.

- **Refreshments:** Allow a fifteen-minute window at the beginning of the meeting for socializing and light refreshments. In future meetings the group can decide if they wish to meet a little earlier for a potluck meal.

- Room Setup: Arrange the room in a U shape with you in front. This allows people to see one another and you, as the facilitator, increasing the quality of the sharing and community building.
- Attendance: Create a sign-in sheet with room for the person's name, address, e-mail, and phone number.
- Name Tags: Unless everyone already knows one another by name, provide name tags so people can immediately begin to connect.
- Timing: Tell the group at the start of the meeting what time you propose to end and check that everyone can stay until the end. Make sure you end on time.

Each element in the meeting agenda has an approximate time associated with it. It is rare that any meeting element will go for exactly that amount of time, so use it as a guideline. If one meeting element runs longer you will need to make up the time by shortening another.

Give the team shared responsibility for timekeeping. If any point seems likely to take a lot longer than you planned, tell the team and ask them to decide whether to extend the meeting or quickly finish the point.

- Pre-Work: Along with building the team, a key part of this meeting is to prepare people for the next meeting. Go to Action 1. Read it, select your goal and create your action plan for implementing it. You will present your goal and plan at the meeting. In each action you will also find an Action Meeting Guide.

MEETING AGENDA AND APPROXIMATE TIMES

1. Social Time—15 minutes
2. Welcome and Meeting Purpose—10 minutes
3. Explain How The Game Works—15 minutes
4. Create Team Purpose Statement—20 minutes
5. Start Action 1—20 minutes
6. Schedule Meetings and Select Action Leaders—15 minutes

7. Create Mutual Accountability Agreement—15 minutes
8. Review Next Meeting Goals—5 minutes
9. Inner Peace Meditation—5 minute

Total Meeting Time—2 hours

MEETING SCRIPT

Social Time—15 minutes

- Time to visit and buffer time for any latecomers.

Welcome and Purpose—10 minutes

- Make sure everyone is acquainted with one another.
- Explain that The Game requires a team effort to accomplish its ambitious goals, and your job, as Team Leader, is to keep the team on track so individuals can successfully accomplish the individual and collective actions they choose.
- Share a personal anecdote, poem, song, or something inspirational that connects the group to the meaning and larger purpose of what they are aspiring to do as part of this global movement.
- State the five-part purpose of the Team Building Meeting.
 1. Help build the group into a team by creating a team purpose statement.
 2. Explain how The Game works.
 3. Identify people to lead the different meetings and schedule them.
 4. Prepare for the next meeting and the first action of The Game.

5. Develop a mutual accountability coaching protocol for becoming a high performing team.

Explain How The Game Works—15 minutes

- Invite different team members to read out each of these five game elements.
 1. Back Story: The game is based upon the 1986 First Earth Run and the 86 days in which wherever the Torch of Peace went all wars stopped and the world was united as one. At the heart of the First Earth Run success were 7 strategies. These strategies have been created into 7 actions that are the foundation of The Game.
 2. The Seven Actions: The actions are offered as quests to accomplish within specific locations that players and teams identify. A player is awarded a virtual bronze, silver and gold Peace Medal based on their level of accomplishment along with Peace on Earth (POE) Points.
 3. Meetings: A team of 5 to 8 people meet locally or virtually eight times with each meeting being 2 hours. One person serves as Team Leader and the other team members take turns facilitating the meetings using detailed meeting scripts.
 4. DreamKeeper: A player becomes a DreamKeeper - one who believes peace on earth by 2030 is possible and is committed to making it a reality - upon successful completion of all 7 actions. Forty million DreamKeepers tip humanity toward peace on earth.
 5. POE Zone: A key goal of the game is to establish POE Zones in every place on Earth.

That's it. If enough people across the planet choose to play, we get Peace on Earth by 2030!

Create Team Purpose Statement—20 minutes

- Explain you will be creating a team purpose statement that will integrate the purpose of each individual member of the team. A collective purpose is fundamental to creating a team that sustains its commitment over time.
- Ask each person to take up to a minute to share his or her purpose for joining the team. Write down the key points.
- When complete, merge key phrases and words of each individual's statement to create a joint purpose statement. Make sure some part of everyone's purpose is included in the team purpose statement. If the team wishes to wordsmith it further, ask those who are interested to form a group and bring it back to the next meeting.
- When created to everyone's satisfaction, ask people to write down the team purpose statement. This serves as the North Star to guide each person and the group in playing The Game.
- Invite team members to give themselves a team name.

Start Action 1: May Peace Be With You—20 minutes

- Explain that this action is about empowering you to become an effective agent of change.
- Invite different team members to read aloud from the Action 1 page: "May Peace Be With You." Have them read the full action from "Why Act" through to the "Success Strategy" sections.
- Share your goal to achieve a bronze, silver, or gold Peace Medal and why you chose it. Then share your action plan (your success strategy) and how you will implement it.
- Explain the first part of their assignment for the next meeting is to set their Action 1 goal, create and *implement* their action plan (success strategy), and report back their results in the next team meeting.

- The second part of their assignment is to read Action 2, set their goal, create their action plan, and bring these to the next meeting.
- Answer any questions about the process of taking this action.

Schedule Meetings and Select Action Leaders—15 minutes

- Ask the team to agree on meeting frequency (bi-weekly recommended), dates and times for each meeting.
- Read the titles and purpose to the seven actions below and then ask after you have read them, who is willing to lead each of the Action Meetings.
- Action 1 - *May Peace Be With You: Living In Harmony*
Purpose: Empowering you to become an effective agent of change.
- Action 2 - *Way of Oneness: Creating Harmony in the World*
Purpose: To create harmony in the world and more wholeness in yourself by befriending those who are different from you.
- Action 3 - *The Unitive Impulse: Celebrating Our Shared Humanity*
Purpose: To experience and celebrate that which we have in common with other human beings and cultures.
- Action 4 - *Better Together: Cooperation for the Common Good*
Purpose: To experience the collective benefit of working with others around a shared purpose in service to the larger good.
- Action 5 - *Blessed Are the Peace Makers: Supporting Those Creating Peace on Earth*
Purpose: To support organizations that model the Peace on Earth by 2030 values of befriending the other, honoring the oneness of humanity and cooperation for the common good.
- Action 6 - *The World Heart: Praying for and Visualizing Peace on Earth*
Purpose: To pray for and visualize peace within yourself and the world; and for peace on earth by 2030.

- Action 7 - A Critical Mass of DreamKeepers: Inviting Your Network to Play
Purpose: To be the vanguard of human beings on the planet willing to hold the belief that peace on earth by 2030 is possible and are committed to making this a reality.
- As the Team Leader, record these action leaders in the team section of the website under the "Manage" button.
- If something unexpected occurs and someone cannot attend a meeting, request that the person notify you, as Team Leader, in advance and provide you with his or her goal and what they achieved. You will communicate with those who miss the meeting afterward to let them know what happened.
- When the meeting scheduling is complete, invite team members to enter it in their calendars.

Create Mutual Accountability Agreement—15 minutes

- The key to an effective team is an agreement among team members to be accountable to one another.
- Explain what a successful team looks like.
 1. Commitment: Team members create their goal and action plan before each meeting, come on time to meetings, and take the actions they agreed to do.
 2. Support: Team members provide coaching to help one another accomplish the actions they committed to do. A team member with a problem can count on the support of the team and is willing to accept feedback.
- Explain the need for commitment to the game.
 1. It takes time.
 2. It asks you to be accountable—to come to meetings, set goals, and follow through on them.
 3. It asks you to help your teammates do the same.

4. It demands courage and a willingness to step out of your comfort zone.
- Explain the process of providing coaching:
 - A key to success for individuals and the team at-large is that people support one another to accomplish the goals they set for themselves. Specifically, this means giving one another permission to be coached if things break down. Without an agreement to coach one another, team members often hold back giving feedback and the support a teammate needs to achieve his or her goal.
 - Point out that we usually have a preference, although rarely articulated, for how we wish to receive feedback. Some people need to be reminded of something repeatedly until they have done it, others prefer to be reminded only once. Communicate how you like to receive feedback.
 - Explain that we will now make all this concrete through a process that asks team members to agree to follow four guidelines to enable their and the team's success. To succeed with this game, team members need to:
 1. Set goals, create plans for taking each action and tell this to the team.
 2. Take the actions to implement your plan.
 3. Respect the rest of the team by attending all the meetings and being on time.
 4. Coach one another if there is a breakdown in any of these commitments.
 - Ask each person one-by-one the following:
 1. Are you willing to commit to these four game guidelines?
 2. What is your preferred style for receiving coaching?

Note: If some people are hesitant, respectfully draw out their concerns and help them work through them. Thank each person who makes a commitment. At the completion of this exercise let the team know that having agreed to mutual

accountability they have laid down the foundation for the success of their participation in *The Game*. They have taken a small step for themselves as an individual and a large step for humanity.

Review Next Meeting Goals—5 minutes

- Remind team members to do the following for the next meeting.
 1. Set your Action 1 goal, create and implement your action plan and report your results at the next meeting including the medal and points achieved.
 2. Read Action 2, set your goal and come to the meeting with your action plan.
 3. Create a brief description of your experience doing the action.

Inner Peace Meditation—5 Minutes

Note: Close the meeting by leading this inner peace meditation.

This inner peace meditation, which we also encourage you to do daily, cultivates inner calm, equanimity, and the ability to be centered in facing life's challenges. This inner peace work complements the outer peace work of the game.

- Take a few deep breaths to quiet your mind.
- Now become present to this moment of profound opportunity for rapid evolution of your life and planet Earth.
- Experience peace within yourself. Affirm: I am in harmony with self!
- Experience yourself at peace with all the people in your life. Affirm: I am in harmony with others.
- Experience yourself at peace with the Earth and all living beings who inhabit it. Affirm: I am in harmony with the Earth and all living beings.
- Deepen this state of harmony with self, others and the Earth for the next few minutes.

POST TEAM BUILDING MEETING RESPONSIBILITIES

Do the following tasks right after the Team Building Meeting.

1. Send out a list of names, email addresses, phone numbers, meeting dates and who is leading the meeting.
2. Send out a reminder of the assignment for the next meeting.
3. Check in with the Meeting 1 Action Leader to make sure the person is on track with their plan for the meeting. Offer your support if desired. Do this for each subsequent Action Leader.
4. If the team did not complete their team purpose statement, complete it and send it out.
5. Check in midway with all team members to see how they are doing in carrying out their action plan. Offer your support if they wish any help.