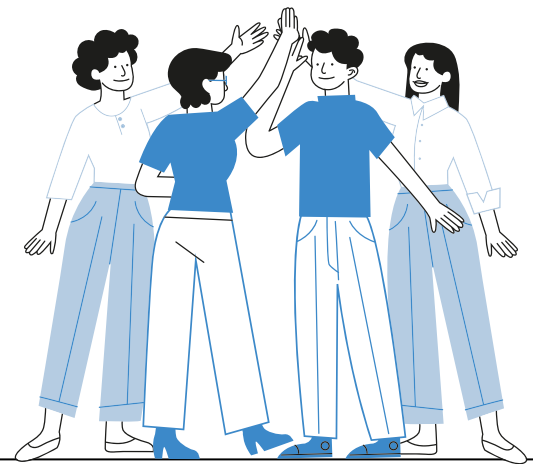


Ways of Working REFRESH!



Workshop Structure



Purpose

Reset how we work together so expectations, communication and energy are aligned for the year ahead.



Outcomes

- ✓ Agreed communication norms
- ✓ Clear availability & response expectations
- ✓ Shared approach to meetings & collaboration
- ✓ Protected focus & wellbeing time
- ✓ A simple, documented "Ways of Working" agreement



Time Required

45-60mins



Resources

- 📄 A simple template or shared doc
- 🖋️ Sticky notes or digital brainstorming
- 🧠 An open, curious mindset
- 🍪 Snacks (always a win)

STEP 1

Set the Tone
(5mins)

- "This is about clarity, ease and respect — not control."
- Emphasize psychological safety

STEP 2

What did & didn't work
(10mins)

Ask

- What helped us work well last year?
- What regularly got in our way?

Capture themes

STEP 3

Agree Key Norms
(20-25mins)

Work through each area. For example,

- Messages replied to within 24-48 hrs
- No-meeting focus blocks protected
- Meeting purpose = required
- Cameras optional
- Respect personal time

Keep it simple + realistic.

STEP 4

Capture Commitments
(10mins)

Turn agreements into:

- 6-10 bullet-point "Ways of Working"

Share team ownership.

STEP 5

Close & Embed
(5mins)

Turn agreements into:

- Confirm rollout
- ✓ Save + share
- ✓ Revisit quarterly



Suggested Focus Areas

Communication

How & where do we communicate?

Meetings

When do we need them — and when don't we?

Wellbeing & Focus

How do we protect energy + deep work time?

Response Time

What's realistic vs urgent?

Collaboration

How do we share info + updates?

Ways We Show Up

Trust, kindness, respect, inclusion

