



Team Work Language Activity (30 mins)

Purpose: Foster understanding of team members' preferences and reduce miscommunication

What You'll Need:

- ☐ Quiet space (virtual or in-person)
- ☐ Facilitator (you or team member)
- ☐ Worksheet or digital template to capture insights

Steps:

1. **Set the scene:** Begin with an explanation: "Each of us brings unique preferences and styles to how we work and communicate. This activity is designed to help us better understand those differences so we can collaborate more effectively, give feedback in ways that resonate, and support each other during challenges."
2. **Individual Reflection (5-10 mins):** Have each team member complete the attached worksheet; this can be done ahead of the session.
3. **Team Sharing (15-20 mins):** Team members share highlights from their answers, either in pairs or as a group.
 - Encourage active listening and note-taking during this step.
4. **Create a team playbook:** Following the sharing session, compile the insights into a shared document or visual board that everyone can refer to.
 - Ensure the playbook is easily accessible and updated as needed.

Why It Works:

- Promotes empathy by uncovering individual work preferences.
- Reduces misunderstandings and conflict by setting clear expectations.
- Strengthens the team's ability to collaborate effectively.



Chaz Tips: To make this activity more impactful, try customizing the worksheet prompts to reflect your team's current focus.

For example, if your team is working on improving collaboration, add a prompt like, 'What helps you feel most supported during group projects?' Tailoring the activity ensures it resonates with your team's unique dynamics.



What's Your Work Language? Worksheet

Take a few moments to reflect on your work preferences and style. Fill in the prompts below to help your team understand how to collaborate with you effectively. Be honest and specific-this will make it easier for everyone to work better together!

I do my best work when...(example: *I have clear deadlines and minimal distractions.*)

If I seem stressed, the best way to help me is...(example: *offer to take something off my plate or ask how you can support me.*)

I like to receive feedback...(example: *in a private, 1:1 meeting with actionable suggestions.*)

One thing others should know about my work style is...(example: *I'm a morning person and do my best thinking before noon.*)

When I'm collaborating, I value...(example: *open communication and clear roles within the team.*)

Something I'm working on improving about my work style is...(example: *delegating tasks more effectively and not taking on too much.*)

My top strength is...(example: *staying calm under pressure.*)

One thing I need from my manager or teammates to thrive is...(example: *regular check-ins to align on priorities.*)