

TEAM LEADER CHECKLIST

KEY DETAILS

HOST COMPANY NAME: _____

MINDSHOP ADVISOR NAME: _____

MINDSHOP ADVISOR PHONE: _____

TEAM LEADER FULL NAME: _____

DAY 1

Your training day by your Mindshop Advisor was the start of an important journey for you. As the team leader, you are expected to:

- Lead by example
- Motivate and encourage the team to stay focused and on track
- Set daily targets for the team
- Update the Mindshop Advisor on the team's progress with the project each day

DAY 2 - NOW

Today is the day to discover where your host company is NOW, in relation to the project that has been given to you.

Suggested Mindshop problem solving tools you should use today:

- Magic Wand
- Pareto
- Mindmap
- Customer survey questionnaire (if relevant)

Key Activities for today:

- Start Documenting your findings into your written report
- Interview relevant host company staff members and gather research data
- Start building your final written report as well as your presentation in PowerPoint, feeding in the information you've collected around the NOW
- Ask your Advisor to share some example past presentations (if they haven't already)
- Send a progress update to your Mindshop Advisor at the end of the day

DAY 3 - WHERE

Today you should be working on the WHERE to determine where you would like the host company to be in relation to the project given to you.

Suggested Mindshop problem solving tools to use today:

- Force Field
- Decision Matrix
- Visioning
- Change Model
- Five Whys

Key Activities for today:

- Ensure you are building the WHERE into your final report and PowerPoint presentation
- Speak to the team about any 'homework' each person should be working on by tomorrow morning
- Send an update of today's progress to your Mindshop Advisor.

DAY 4 - HOW

Your team should have now collected enough data to determine HOW the company should solve the challenge using the recommendations that you as consultants, have identified.

Suggested Mindshop problem solving tools to use today:

- One Page Plan

Key Activities for today:

- Complete your PowerPoint Presentation and written report
 - Include the data collected for your NOW
 - Include the methods (Mindshop tools) you used to determine the WHERE – the company will want to see the workings on how you came to your conclusions so this is very important
 - Include all your recommendations for the HOW
 - Include the actionable one page plan
- Has each member of your team been allocated their speaking part for the PowerPoint presentation?
- The introduction and conclusions of your presentation should be spoken by the most confident member of your team
- Team members should speak on the part of the PowerPoint they are enthusiastic about and they are eager to share
- Has each member been given their homework to complete this evening?
- Send an update of today's progress to your Mindshop Advisor

DAY 5 - PRESENTATION

Congratulations on making it to your final day!

Your Mindshop Advisor will spend the day with you and your team to help with last minute improvements to your PowerPoint and final written report and to observe your rehearsals

Key Activities for today:

- Print off some copies of your written report and / or your final PowerPoint as a hand out for your host
- Make sure everyone in the team as plenty of time to complete at least two full rehearsal and ensure everyone listens and observes how their team members deliver the information
- Attend to use only your PowerPoint slide as your notes when delivering your presentation
- Send a copy of your final presentation to your Mindshop Advisor
- Be proud of the work you and your team have put in during the week
- **Have fun!**

