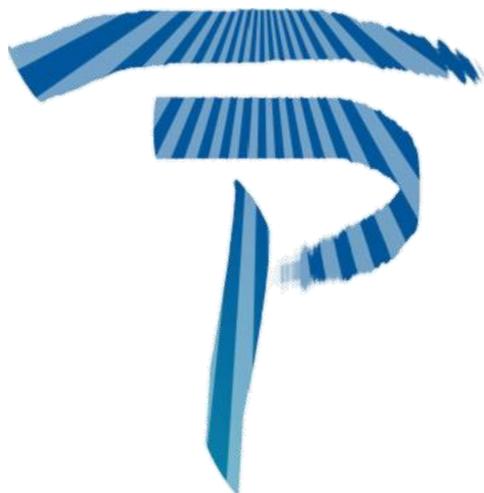

**Building the added edge
of wellbeing and productivity**



*Positive
Teams*

Two horizontal orange brushstroke-like bars, one above and one below the word 'Prospectus'.

Prospectus

Bringing together personal wellbeing and organisational productivity

People spend much of life at work. It is important that this time is well spent.

Organisations create value for people. This requires productivity.

Positive Teams combines people's need for personal wellbeing with the organisation's need for productivity. Evidence shows the two are linked. *Positive Teams* shows how they can work together to improve both. It is a self-managed method that can get great results for organisations and their people.



www.positiveteams.net



**Grevillea
Consultants**

www.grevilleaconsultants.com.au

A Five Clyde Pty. Ltd. Product



*Positive
Teams*

Program Prospectus

Edition 1.00

Published by:

Five Clyde Pty. Ltd.
Brisbane, Australia

www.positiveteams.net
www.grevilleaconsultants.com.au

Grevillea Consultants is a registered business name in Queensland, Australia, for *5 Clyde Pty Ltd.*

Edition 1.00

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Proprietary Information

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Positive Teams method and resources are available for use by registered teams and organisation.

Disclaimer

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The processes, resources and other systems and materials associated with *Positive Teams* are continuously reviewed and updated and may no longer match information provided in this prospectus. Readers should not act on the basis of this publication without considering the current development of *Positive Teams* at the time of any decisions.

The information in this prospectus is subject to change without notice. The material in this publication is of the nature of general information and comment only, and neither purports nor intends to be advice. Readers should not act on the basis of any matter in this publication without considering (and if appropriate, obtaining) professional advice with due regard to their own particular circumstances. The author and publisher expressly disclaim all and any liability to any person, whether a purchaser of this publication or not, in respect of anything and of the consequences of anything done or omitted to be done by any such person in reliance, whether whole or partial, upon the whole or any part of the contents of this publication.

Welcome to *Positive Teams*

Positive Teams brings together the personal and corporate needs of people and organisations. People need healthy and engaging workplaces, which is where they spend an important part of their lives. Organisations need performance that is productive, effective, improves systems, produces value and serves customers.



Positive Teams gets results by building wellbeing through a team based quality improvement and learning process. Evidence shows that people with higher wellbeing are more productive than others. Attempts to improve productivity that exclude improved wellbeing are unlikely to achieve maximum potential. They will harbour inefficiencies that a positive organisation could overcome.

Positive Teams provides a simple, self-managed and adaptable solution to improving wellbeing and productivity. Quality of life and the quality of products and services are linked. People and their organisations can focus on being the best they can be, generating real value for their customers and stakeholders. It may be the best thing for your organisation to get the added edge you need.

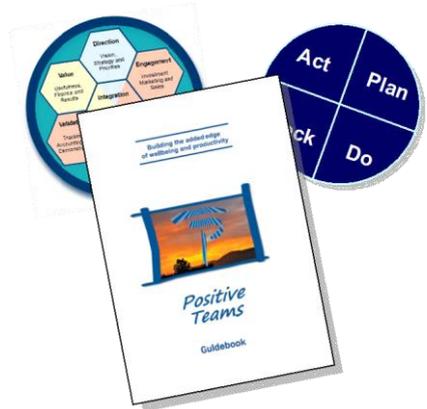
About Us

Positive Teams is an initiative of Five Clyde Pty. Ltd. It is designed for organisations to use, regardless of budget and internal capabilities. It is managed and developed through *Grevillea Consultants*, our consulting service.

The author and chief developer of *Positive Teams* is Paul Hegerty. His experience with the elements of the *Positive Teams* program extends back thirty years. He has successfully used these elements in his consultancy, educational and leadership work. His goal with this program is to make practical benefits available in an affordable and self-manageable way. Hence *Positive Teams*, a method that can help people and organisations prosper while increasing their quality of life.

Program Overview

Positive Teams is a program built around an action-learning, quality improvement method. It applies factors that promote wellbeing and practical action. It links the professional growth of people with productivity improvement in the organisation.



1. What it Does

The program provides a framework for reviewing, planning and implementing actions that improve wellbeing and productivity in teams. It combines people-skills and operational systems, helping people find ways to get the best out of both. Its mechanisms also promote greater cooperation with stakeholders. Teams can link together the technical and interpersonal elements of their work to improve their performance.

The structure of the program helps teams to manage continuous learning and improvement. Its processes and resources help them remain practical and engaged so they can produce realistic options for greater wellbeing and performance.

The program's resources draw on planning processes, positive psychology and emotional intelligence research, quality improvement and action learning. It uses these to help people focus on things that build wellbeing and productivity while avoiding the pitfalls that can squander a team's efforts to improve itself.

2. Design

Positive Teams applies factors that address wellbeing and performance improvement. It converts research into practical tools for teams so they can focus on how it applies to their situation.

It starts by giving people clear conceptual frameworks for raising wellbeing and getting practical outcomes as a team. They apply these using the tools and methodology provided. These help teams focus on practical improvement opportunities before they plan how to make the improvements happen. They also get access to online resources to help them get the most from the process.

Part of the method is to record actions in registers. This helps teams to track their efforts and be accountable. Over time it helps them learn from their experience and recognise that their efforts can get results.

The design of *Positive Teams* makes it practical for supporting simple, local actions as well as more complex improvement projects (see page 7). It is a good fit for a range of needs for organisations that care about the wellbeing of their people and their productivity.



Why Positive Teams Works

When people look at successful organisations they can notice two things. One is the content of what the organisation does. This is the information and resources it uses and what it produces. The other is the method, which is how it brings everything together and makes it work.

The most common example of this is a cooking recipe. The first part of a recipe is the list of ingredients, which make up the content of the dish. The second part is the method of how to blend, cook and serve them. Without both parts the dish can't be prepared, let alone reproduced consistently on different occasions.

Positive Teams is a recipe for wellbeing and productivity. What we provide your teams are the ingredients and method for repeatedly building and sustaining effective teams and their performance. Our research and experience into team wellbeing and productivity generates our ingredients. These combine positive psychology, emotional intelligence, business planning, and performance management. Our method draws on quality improvement, business planning, team dynamics and action-learning.

The simple but reliable recipe we produce for you, available through our resources, enables you to build wellbeing and productivity. You can do it consistently across many teams and each team can repeat it reliably to keep getting results.

Program Options

Positive Teams can be implemented many ways, ranging from a single team to an organisation wide strategy.

1. *Minor implementation*

A minor implementation is for one team or a few teams. You may have a team ready to improve its performance, teamwork and productivity. If so, it can schedule a training day to learn how to make a *Positive Team* and practice the O-P-Q method. With its registration as a *Positive Team*, it gets two years access to current and future resources available on the *Positive Teams* website.

Teams can measure their progress using the registers, their team work-plan deliverables and, if available, their team response to the organisation's employee satisfaction measures (see page 12).

Minor Implementation



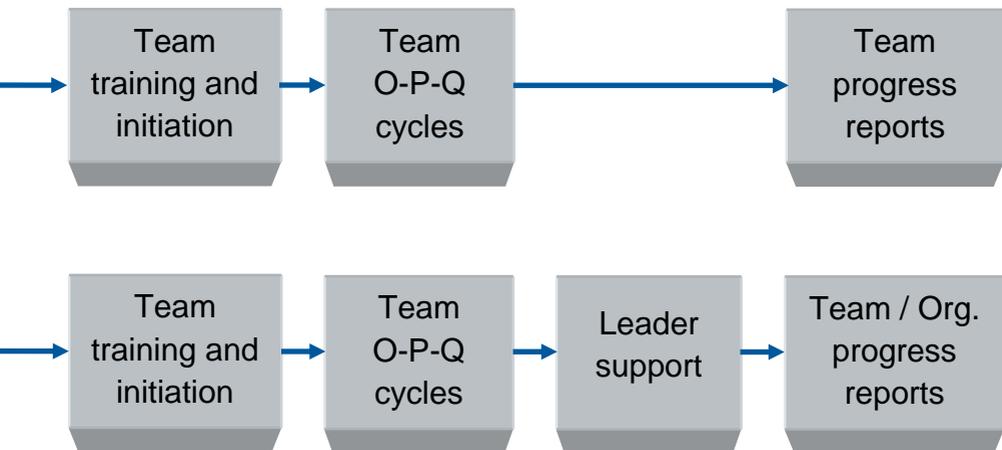
Major Implementation



2. Major implementation

An organisation, a division or region can improve its wellbeing and productivity by initiating an integrated program across all its teams. Teams do all the things they would do in a minor implementation but now they get additional support. This can happen through a coordinating group that plans and runs implementations, tracks actions, shares ideas between teams and interprets the measures.

A major implementation may also make it cost effective to train people in-house to do the initial training in *Positive Teams* for each new group. The internal trainer facilitators may also have the capability to provide ongoing leadership support. This encourages leaders dealing with sensitive issues and helps ensure the program progresses.

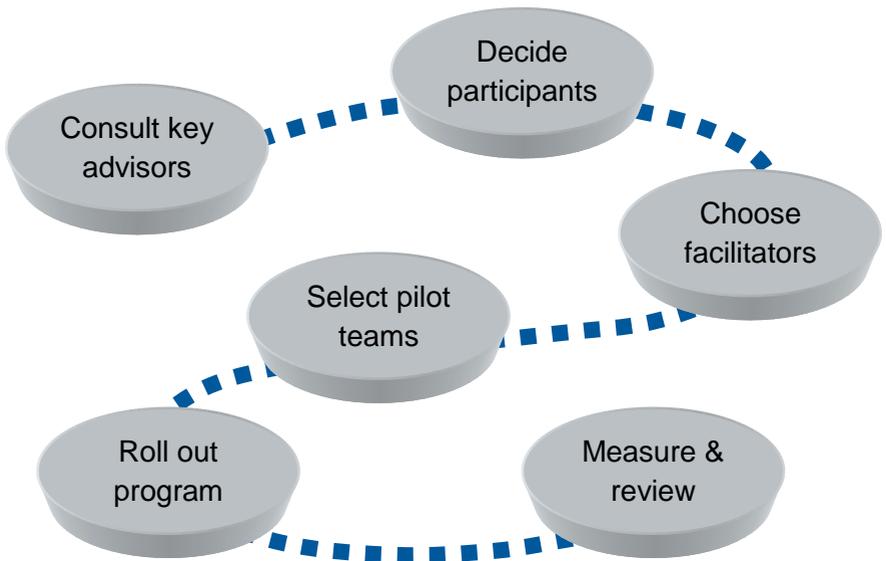


Planning your Program

If you are doing a minor implementation it is as simple as finding someone who can train your team in the *Positive Teams* method.

For a major implementation you also consider additional functions, depending of the scale of your program. These include:

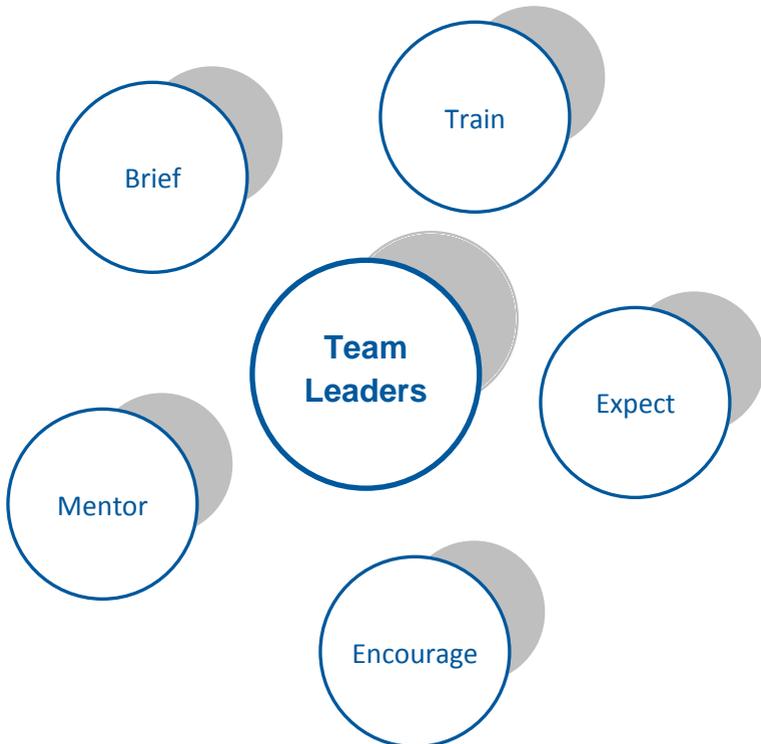
1. How many teams and the schedule for starting them.
2. Using in-house or external trainers to get groups started.
3. What mix of people to put on the coordinating team.
4. What you will use to track and measure progress.
5. Your leadership support strategy.
6. Whether you want shared targets across your organisation for wellbeing and productivity outcomes.



Leadership Support

Like any initiative, the *Positive Teams* program requires commitment and follow-up from the organisation's leaders. Methods like this, while building the responsibility and initiative of each team member, still rely on the considered and practical judgement of leaders to keep things moving.

We encourage mentoring and peer support for leaders, especially for a major implementation. They will face practical issues while learning about the method, managing group dynamics and responding to team proposals. They have to ensure the program is not pushed aside by the very demands it can help resolve.



Registration and Resources

Access to *Positive Teams* is through a process of registration. The cost of team registration pays for the research, development and administration of the program and its resources. When a team registers it gets access to all available resources via the *Positive Teams* web site (www.positiveteams.net). *Positive Teams* is protected by copyright to maintain the integrity of the design and quality of resources. Registration grants permission for two years use of existing resources and resources developed during that period.

The price of registration is per team. It is kept low to encourage participation. The per-person cost of registration for most teams aims to be well below the standard industry cost for many developmental resources and instruments. If organisations have capable people available to be trained as internal trainer facilitators then there are further savings for major implementations (minor implementations are likely to be more cost effective with external trainer facilitators). With the low cost of registration and the freedom for organisations to develop their own trainer facilitators, the program can be very cost effective. Even if a team uses *Positive Teams* for a one off team development event it is value for money. When a team or organisation actually implements the O-P-Q method over time, the potential return is astronomical.

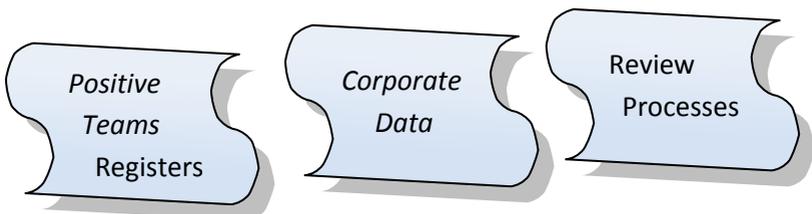
Tracking Progress

We don't encourage adding another layer of measures and reports to your organisation. There are some measures from the *Positive Teams* process that can help you track progress but we encourage you to use existing measure and priorities. After all, *Positive Teams* is about you meeting your existing goals through increased wellbeing and productivity.

Positive Teams can track team progress using the registers. These will show how many actions and initiatives have occurred. They will record which stakeholder relationships were reinforced and what types of activities teams have done to improve their wellbeing and performance.

This can be supported by team and organisational data. The impact of *Positive Teams* can be found in business plan outcomes, performance agreements and budget item analysis. It can also be found in your human resource data, such as employee satisfaction surveys, unscheduled leave, labour turnover and disputes. Depending on your organisational priorities, leaders can be encouraged to use *Positive Teams* to increase wellbeing and productivity linked to different outcome targets.

Further data can be obtained by reviewing the program and performance impacts. The people involved will have a clear sense of what they did, why, and how it contributed to their outcomes.



Further Information and Next Steps

Information about *Positive Teams* can be found on the *Positive Teams* website: www.positiveteams.net

Details about setting up a program, including preparing your own people to facilitate it, can be addressed by contacting *Grevillea Consultants*: www.grevilleaconsultants.com.au

The next steps for finding out how well *Positive Teams* can work for your organisation is:

1. Arrange a presentation to explore the elements of *Positive Teams* and how it can function in your context AND/OR
2. Use *Positive Teams* for a team development activity with a team in your organisation so you can experience the process first hand.