

**Notes of the Project Group Development Challenge Event  
4 & 5<sup>th</sup> December, Northern Ireland Team Development, Bushmills.**

Present

Miss Paddie Blaney  
Mrs Kay Kane  
Mrs Geraldine Connolly  
Mr Luke Mc Sorley  
Mrs Julie Mc Conville  
Ms Michaela Barr  
Mrs Margaret Devlin  
Miss Therese Mc Kernan  
Mr Pat Mc Greevey  
Mrs Cathy Mc Cusker  
Miss Lesley Barrowman  
Dr Tanya Mc Cance  
Mr Brendan Mc Grath

**Introduction**

The Project Group's 2 day Team Development Challenge was held at the premises of Northern Ireland Team Development, Bushmills and facilitated by Mr Jonathan Caskie (NITD).

**Day 1**

Day 1 comprised of an introductory session where the objectives of the day were outlined, copy attached (1). The group then proceeded to undertake a number of outdoor tasks which required the Project Group to devise solutions using a structured objective setting process, copy attached (2).

On the successful completion of each task, the group were encouraged to reflect on how they adhered to the structured process and to identify areas of weakness. This was a challenging but exciting day and the Project Group agreed that the objective setting process was very effective in devising solutions to new and complex challenges.

**Day 2**

Day 2 of the Project Group Team Development Challenge was held in the Bushmills Inn. The morning session comprised of two workshop sessions facilitated again by NITD.

Workshop 1 – At the outset of this workshop, Jonathan Caskie invited Paddie Blaney to articulate the aim of the Project Group. Paddie outlined the aim as follows,

“The Project Group would work with the Project Team to develop the Development Framework. The objectives for the Project Group would be for members to bring expertise to the project and to actively promote the Development Framework”

The Project Group were then invited to reflect on the Skill Base, identified through the exercises the previous day, and how applicable this set of skills would be to the work required to design the Development Framework.

### Skill Base

Objective setting  
Planning  
Communication  
Presentation  
Listening skills  
Adaptability  
Delegation  
Time management  
Teamwork  
Self Assessment  
Team motivation

### Additional skills added by the Project Group

Relationship building  
Honesty/Transparency  
Humour  
Trust  
Courage/Willing to have a go  
Expertise  
Mutual respect  
Leadership at all levels

Workshop 2 – the Project Group were invited to reflect on 2 skills they brought to the group and 2 skills they now felt they would like to develop further. Responses attached (3).

Workshop 3 – the Project Group was divided into 3 groups and asked to design a heraldic shield with 4 quadrants to reflect the following criteria;

- What they were looking forward to most about working with NIPEC on this project
- What they enjoyed most about the outdoor tasks the previous day
- A skill they developed on the day
- How this skill will affect the project
- Finally each group was asked to draft a motto for their shield

All three groups then presented their heraldic shields and then drafted a shield for the project. The group found this an interesting exercise. Mrs Cathy Mc Cusker Project Manager, agreed to take all the shields and re-produce them using clip art. Copies attached.

**The afternoon session was facilitated by NIPEC.**

Paddie Blaney gave the Project Group an update on progress with the work from Phase 1 of the Work Plan for the Development Framework. She informed the Group that a series of papers relating to this work were to be circulated to the Project Board on 17<sup>th</sup> December 2003 and would also be circulated to the Project Group for information. She also asked the Project Group members to consider in preparation for the Project Group meeting on 9<sup>th</sup> January 2004, which of the Sub-groups, Roles and Role Development, Performance Measurement, and Learning they could best contribute to.

Brendan Mc Grath then facilitated a Values Clarification Exercise with the Project Group. He advised the Project Group that this work would be circulated as a draft and could be considered briefly at their January meeting.

**Date and time of next meeting**

The next meeting of the Project Group will take place on Friday 9<sup>th</sup> January 2004, at 10.00am in NIPEC, Centre House, 79 Chichester Street, Belfast.

**Project Group Team Development Challenge December 2003.  
Attachments 1**

**Course Objectives**

The objectives of the course are to: -

- **Develop cross-group collaboration – by setting mutual, specific goals that will be clearly understood, in order to encourage business effectiveness.**
  
- **Encourage team spirit – to increase and maintain a high level of morale**
  
- **Encourage self-assessment – in order to identify his/her strengths and areas for development and encourage continual improvement.**
  
- **Develop communication skills – both active and passive to encourage and ensure productive dialogue**
  
- **Encourage creativity of thought – regarding problem solving and lateral thinking**
  
- **Develop interpersonal skills - to ensure pro-active working relationships**

**Project Group Team Development Challenge December 2003.  
Attachments 2**

**Key Structures**

**Objectives *have* to be SMART:**

**S – specific  
M - measurable  
A - achievable  
R – realistic and  
T – time measured**

**Without even one of the above it is no longer an objective.**

**When presenting ideas, presentations or discussion points:**

**K – keep  
I – it  
S – simple**

**So that every body has the opportunity to understand what exactly is expected of them.**

**When handling or dealing with objections of any kind:**

**A – acknowledge the issue exists  
P – probe to clarify the problem  
A – answer the problem  
C – confirm the individual with the concern understands**

**In general when dealing with a group related issue:**

**T - Think it through  
O – Open Discussion  
S – Set specific objectives  
S – Structured Plan  
P – Present Plan  
O – Ownership  
T – Task  
S – Self Assessment**

**Project Group Team Development Challenge December 2003.  
Attachments 3**

**Project Group Self Assessment of Personal Skills**

	2 skills brought	2 skills need to develop
Leslie	Planning Adaptability	Team work Team motivation
Brendan	Objective setting Team work	Ideas – bring them out early Develop team members to have a go
Tanya	Structured thinker Objective setting & Planning	Self assessment for individual & team
Cathy	Involving others Time focus	Adaptability Listening
Kay	Monitoring role Seeking ideas & clarity	Listening skills Planning – develop this re not opting out
Julie	Listening skills, seeking clarity Time management	Presentation of ideas Self assess & monitor performance of group
Margaret	Self assessment Listen to others	Delegate Communication
Pat	Motivate team listening & adaptability	Objective setting Planning
Geraldine	Listening Motivation to work for group	Creativity & Humour Present ideas – be more outspoken
Paddie	Humour Team Motivation	Self Assess group learning Time management
Therese	Listening	Need to fit in Humour
Michaela	Team player Listening Skills	More outspoken Take lead more often
Luke	Team motivation	Delegation Team Working