

Program Outline: Team Clarity & Faster Decision-Making

Transform stress and delay into clear expectations and faster decision-making

An online course with three modules over three months

Module 1: Create Clear Expectations

<p>Week 1: Define what others can expect from you. Avoid the misunderstandings, confusion, and stress caused by unclear expectations.</p> <p>Week 2: Organise expectations into clear roles. See how your work can be organized in distinct categories, each contributing to a purpose.</p>	<p>Week 3: Create Transparency. So everyone can see what they can expect from each other, anytime.</p> <p>Optional bonus training: Introduction to Self-Organizing Beyond Hierarchy. If you are interested in learning more about Self-Organising and Holacracy.</p>
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Module 2: Take Ownership & Initiative

<p>Week 1: List things to fix/improve or obstacles in the way of getting your work done. So you can start to get to grips with them.</p> <p>Week 2: Note and keep track of new things to fix/improve or obstacles in the way of getting your work done. So you can deal with them at the right time.</p>	<p>Week 3: Remove things to fix/improve or obstacles in the way of getting your work done. So that you don't get stuck and let things fester</p> <p>Optional bonus training: How to lead your roles. So you don't get stuck waiting for permission from a boss or approval from the rest of the team</p>
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Module 3: Use clarity and initiative to speed up your decisions

<p>Week 1: Create clarity & transparency about all the work on your plate. To work more effectively, provide transparency to others and speed up your decisions.</p> <p>Week 2: Make faster and better decisions individually. To save time, get the right input & make the best decision.</p>	<p>Week 3: Make faster and better decisions together. To save time, get the right input & make the best decision.</p> <p>Week 4: Review your learning and rate your progress. So you can see what difference you are making and tell others about it.</p> <p>Optional bonus training: Adopt Article 1 of the Holacracy Constitution. So you can rely on the clarity of a neutral and robust set of rules with no exceptions or privileges.</p>
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