



# **GROW YOUR TEAM**

**TEMPLATE**

# GROW YOUR TEAM

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## MAXIMIZE YOUR YEAR TO GROW YOUR BUSINESS

Thanks for downloading *The Grow Your Team Template*. This resource is designed to help businesses like yours map out an ideal year to grow your team. The end goal is to be more profitable as a business by increasing your entire team's productivity, increasing your leadership team's communication, and increasing the retention rate of your best employees.

In this resource you will see three elements.

1. An Example Calendar - An example to learn how to plan your year
2. Team Building Ideas - Simple ways to develop and connect with your team
3. The Template - Space for you to plan your year to grow your team

Organizations all over the country partner with us year after year to create experiences for their businesses to increase their productivity and decrease their employee turnover rate. This resource was created to help you do the same. It provides the knowledge and space for you to plan the best year possible in your business.

Use it well.

Your Fan,

 **BILLY BOUGHEY**

Founder and President, Elevate Experiences



# HOW TO USE

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## HERE'S HOW TO USE THE GROW YOUR TEAM TEMPLATE

1 - Discover - Read through the list of examples on the next page, a calendar created for you with best practices & suggested times of the year to have events and meetings with your employees.

2 - Decide & Share - Plan when you will have meetings or events and share those dates with your team.

3 - Grow Your Team - Now that you have selected when you will meet with your team, simply show up to:

- Remind everyone the “why” behind what you are doing and what you do using your company vision.
- Invest in your team with meaningful conversations, professional development topics & content, and team-building activities.

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## THE MOST IMPORTANT EVENTS/MEETINGS TO HAVE TO GROW YOUR TEAM

There are countless meetings and events that you could have with your company to grow your team. Here are the most important ones that you need to schedule with your team:

- Once a week 20-minute “Stand Up” meetings - Everyone, while standing, shares their most important priority of the week, and someone from leadership shares a leadership principle for the week.
- Once a month or quarterly “All Staff Meetings” - 1/2 day or Full Day to get on the same page with Projects, Training Sessions, & Celebrate Goals
- Start of Year Team-building - Do something that will kick the year off right.
- Mid-Year Celebration - Realign everyone to the company vision & important goals.
- End-of-Year Party - Bring everyone together to celebrate what was accomplished and thank them (and their significant other) for a great year.
- Retreat - Take your leadership or full team somewhere to “retreat” before you move forward.



# Grow Your Team Template Examples



## CREATING REMARKABLE CULTURE

GOAL: An organization's culture is intentionally created and designed. The Grow Your Team Template suggests moments/meetings/events to help you build a culture of relationships, teamwork, and growth.

### Q 1 J A N

#### Team Meeting\*

- Cast Vision for the year
- Celebrate the previous year
- By Dec. 31st - How do you wish to have grown?
- Use [wiring assessment\(s\)](#) for conversations on collaboration, teamwork, and productivity

### F E B

#### Team Super Bowl Party

- Potluck style

#### Half-Day Team Building Activity

- [Fun with a purpose](#)
- Debrief the activity before finishing

### M A R

#### Team March Madness Bracket Competition

- Give prizes to the best three records

#### Leadership Team Meeting

- How did we do this quarter?
- What could we do better?
- Plan for Q2

#### Leadership Team 1-on-1 Meetings

- Professional Development

### Q 2 A P R

#### Team Attends Baseball Game

- Tailgate beforehand
- Attend a themed night at the ballpark

#### Team Cookout

- Provide lawn games to play
- Music, food, & drinks

### M A Y

#### Mother's Day Recognition

- Encourage the team to do something nice for their mother
- Small gift for mothers on your team

### J U N

#### Father's Day Recognition

#### Team Meeting

- Celebrate 1/2 year is finished
- What did we do well/can do better?
- Continue wiring assessment(s) conversations

#### Leadership Team Meeting

- How did we do this quarter?
- Plan for Q3

#### Leadership Team 1-on-1 Meetings

- Professional Development

### Q 3 J U L

#### 4th of July Team Party

- Have a contest for best dressed

#### Team Retreat

- Prepare questions to ask the team
- Custom t-shirts are popular
- Plan free-time in between team-building and scheduled activities

### A U G

#### Leadership Team Dinner

- Invite spouses and significant others
- Relaxed but intentional

### S E P

#### Team Tailgate/Cookout

- Have a contest for best dressed

#### Leadership Team Meeting

- How did we do this quarter?
- Plan for Q4

#### Leadership Team 1-on-1 Meetings

- Professional Development

### Q 4 O C T

#### Team Halloween Costume Contest

- Give a prize for the best costume
- Take pictures for social media and/or to send to clients

#### Half-Day Team Building Activity

- Fun with a purpose
- Debrief the activity before finishing

### N O V

#### Team Thanksgiving

- "Friendsgiving"
- Potluck style

#### Season of Thanks

- 5-6 weeks leading up to Christmas with intentional gifts and messaging.

#### Team Meeting

- Finish strong until the Holidays
- Re-communicate the company's vision
- Continue wiring assessment(s) conversations

### D E C

#### Team Holiday Party

- 4-6 Hours
- Use a company to plan/host so your team can relax and enjoy the party

#### Leadership Team Meeting

- How did we do this year?
- Set Goals / Plan for New Year

#### Leadership Team 1-on-1 Meetings

- Professional Development

\*We recommend having a team meeting once a month. If not possible, you will see suggestions for times on this document to have team meetings three times per year.

# Grow Your Team Template



CREATING  
REMARKABLE  
CULTURE

GOAL: An organization's culture is intentionally created and designed.  
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to help you build a culture of relationships, teamwork and growth.

Q 1 JAN

FEB

MAR

Q 2 APR

MAY

JUN

Q 3 JUL

AUG

SEP

Q 4 OCT

NOV

DEC

# Bonus: Team Building Ideas



CELEBRATE BIRTHDAYS  
& WORK ANNIVERSARIES



WEEKLY TEAM  
INSPIRATION / QUOTE



RUN 5K AS A TEAM



LUNCH & LEARN FROM A GUEST



SPECIAL LUNCH FOR  
NEW HIRES



GIRLS NIGHTS & GUYS NIGHTS



TEAM  
MEETING  
TIPS

- Do an icebreaker / activity every hour to increase engagement.
- Have every team member create 3 sections in their notes: Ideas, Action Steps, Notes
- Celebrate a team member in some small way every meeting you have.



**Presented by Elevate  
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