

SCAVENGER HUNT!

The Search for Knowledge

TEAM MEETING GUIDE

This Week is About...

learning how all the departments in our organization are connected, affect one another and work together to reach common goals.

Why it Matters

It's so easy to become focused only on what's in front of us that we forget how much everything we do affects other people and departments. Increasing our awareness of the impact we have in our role can help us be more considerate and thoughtful in how we complete our tasks, fulfill responsibilities and communicate out and up more clearly. And this helps others do the same for us.

Before the meeting & as soon as possible:

Assign each department on the Scavenger Hunt sheet to the people on your team (if your team is small, you can assign more than one person to each department and they can do it together). Tell your team their assignments as soon as possible so they can complete their scavenger hunt before the next team meeting. **You do not need to assign your own department.**

As the Manager, you are assigned the Executive team.

Sales: _____

Service: _____

Rentals: _____

HR or IT: _____

Parts: _____

Warranty or Finance: _____

During Your Team Meeting

*Remind everyone to bring their completed Scavenger Hunt map 📄👉

STEP 1. Get the conversation started:

- ? How did you do with the interviews?
- ? What is your biggest take away from talking to another department?

STEP 2. Dive deeper

1. Have each person or team share what they found out about the other departments. After each share, ask the following questions and have your team discuss (make notes):
 - ? How can we increase the positive impact we have on _____ department?
 - ? How can we decrease the negative impact we have on them?
2. Discuss and identify which department has the biggest impact on your team. Then ask:
 - ? How can we help them have more of a positive impact or lessen their negative impact on us?
 - ? Is there a change that can be made? What is the best way to share and discuss this with them?
3. Review any needed changes in ways of doing things or communicating with other departments that you identified during the session. Let them know you'll share it in an email so everyone is clear moving forward.

The image shows a 'Scavenger Hunt' map titled 'The Search for Knowledge'. It is divided into two main sections: 'Instructions' and 'TEAM CHALLENGE'. The 'Instructions' section includes a list of tasks for each department. The 'TEAM CHALLENGE' section is a grid of boxes for each department: Sales, Rentals, Parts, Service, HR or IT, Warranty or Finance, and Executive. Each box contains a list of questions and a space for notes. A lightbulb icon is present in the bottom right corner of the grid, with the text 'This is your team's learning goal!' below it.