

What You Need to Complete This Activity

- **A facilitator:** Anyone on the team can play this role by following the directions in the Activity Guide and Worksheet.
- **A worksheet note taker:** Anyone on the team may fulfill this role by taking notes in the worksheet to capture the team discussion.
- **A copy of the worksheet** for each team member.

Your team will need about 1 hour to complete this activity, depending on the number of team members. This activity can be completed in person or virtually, following the step-by-step directions.

Activity Goal

Upon completing this activity and **worksheet**, your team will understand the diverse motivations and interests of every member of the team. The activity is intended to foster open disclosure among team members and promote an understanding of the different perspectives and interests that exist within the team.

Who Should Participate and When?

This activity is best done by the entire team and should be one of the first activities done as a group, once the team is formed. The activity may be done as part of stakeholder onboarding activities or as part of the team's first meeting together.

Why This Matters

Team-building activities can help team members get to know each other and build trust and collaboration. By focusing on commonalities—rather than differences—team members may be more motivated to work together.

Step-by-Step Directions

- 1 Agree to complete this activity and worksheet as a group, and schedule a time to work together.**
- 2 Assign the roles of facilitator and note taker.** The facilitator and note taker should meet briefly to confirm what each will do during the meeting.
- 3 The facilitator should start the activity by stating the need for the team to get to know one another and understand each member's interest in being a part of the study team.** For example: "We all come to this study for different reasons. As one way to build our team, we're going to spend 1 hour getting to know why each of us is here as a member of the team."
- 4 The facilitator introduces the worksheet and states the time allotted for each step.** Section 1 has a single question for pairs to answer; this section will take about 10 minutes. In Section 2, the pairs will present each other's interests and motivation to the full team, which should take about 30 minutes. Then, in Section 3, the full team will discuss the collective interests and experiences of the team for about 15 minutes.
- 5 The facilitator should ideally pair individuals who don't know each other well and ask the pairs to start Section 1.**

Worksheet

Section 1 • Discussion in Pairs (10 minutes)

One person spends about 5 minutes answering the question below while their partner records main points. Then, they switch roles.

Question: Why did you decide to be a part of this study team?

In answering this question, you may want to discuss your personal and/or professional experiences related to this topic and what the study's findings mean to you.

Your partner's answer:

Worksheet

Section 2 • Team Discussion: Why This Study Matters to Each of Us

(30 minutes; 2–3 minutes per introduction of each person)

Each member of the team introduces their partner, based on what they heard in the pairs discussion. The introduction should focus on what they learned about why their partner is on the team and what matters most to them about the study.

After a team member is introduced, the team member has the opportunity to clarify their partner's introduction as needed.

Example: This is Mark. He's been a clinician for 15 years, and treats people with the condition we're studying. He gets frustrated about not having the evidence he needs to help his patients decide between options. This is his first research project, and he's excited about the opportunity to create a study that he would feel good asking his patients to participate in.

Note taker captures main points of why the study matters to each team member:

Worksheet

Section 3 • Team Discussion: Our Collective Interests (15 minutes)

After everyone has been introduced, the group should discuss these questions:

1. What interests and motivations do we share?
2. What are your reactions when hearing what brings all of us to the table?
3. What interests and motivations are different? How can these different interests be an opportunity or a challenge to the study?
4. How does knowing the interests of other team members affect your sense of our project's goals and next steps? Does this new information change anything for you or for us as a team moving forward?

Note taker captures the main points for each of the four questions: