

IMPACT LEADERSHIP PROGRAM

TEAM LEAD WORKBOOK

Learning & Development to **Build Inspirational
Leaders & Activate Company Purpose**

For RBC Early Talent



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BELIEVE

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IMPACT LEADERSHIP PROGRAM

"Great leaders don't set out to be a leader. They set out to make a difference. It's never about the role, it's always about the goal."

-Unknown

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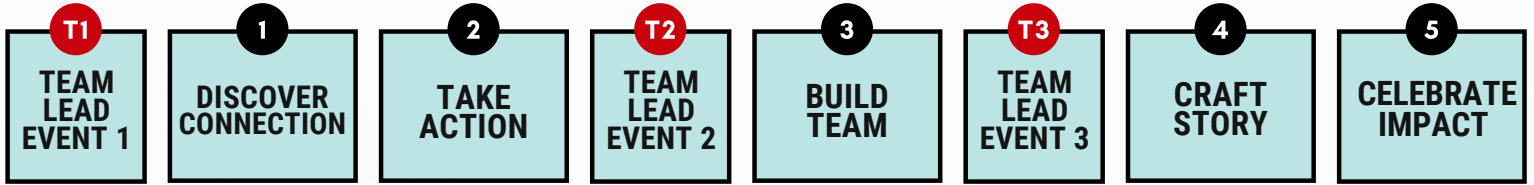
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TIMELINE



- T1** **MAY 30 - Team Lead Event 1 - Engaging Your Team**
Gain a deeper understanding of the program and how to best manage and guide your project team.
- 1** **JUNE 1 - DISCOVER CONNECTION**
Meet your team and leave with ideas and the foundations for your impact project!
- 2** **JUNE 15 - TAKE ACTION**
Develop a clear way to break down big goals into bite size steps, enabling you to create the milestones needed to bring their projects to life.
- T2** **JUNE 20 - Team Lead Event 2 - Networking & Managing Your Team**
Learn key networking tactics and have an opportunity to ask your fellow team leads for any resource you might need to support your project. We love an Ask-Give session!
- 3** **JUNE 29 - BUILD TEAM**
Learn frameworks that help you develop and foster a dream team of support. You'll know who to ask for help and how to leverage their network - this will be beneficial for your career and your impact project.
- T3** **JULY 11 - Team Lead Event 3 - 10 Tactics for Resilience**
Learn how to build resilience in yourself and others.
- 4** **JULY 20 - CRAFT STORY**
Learn the method to create a "signature story" that showcases impact, and leave with a customized mini-keynote about your impact project.
- 5** **AUG 10 - CELEBRATE IMPACT**
Time to celebrate all the impact projects created by RBC summer students! Teams will present to RBC leaders and industry experts!

TEAM LEAD BEST PRACTICES

As a team lead, you will collaborate virtually with team members from other departments and divisions of RBC. You are responsible for helping manage the team, coordinate meetings, and provide support. Here are some tips & best practices that you might find useful as you get started!

- ✓ During your first meeting or in a group chat, have your members introduce themselves, share some fun facts or start an icebreaker to get to know each other
- ✓ During group meetings, try to facilitate discussion by asking open questions for the group to respond to or have members type ideas into the meeting chat
- ✓ Document clear action items for everyone at the end of each meeting. Also specify clear deadlines to encourage accountability. When needed, assign a team member to be responsible for taking notes!
- ✓ Let your team know the best way they can contact you with any questions or concerns throughout the project (email, cell, whatsapp, etc)
- ✓ If members are working on tasks outside of group meetings, provide encouragement and follow-up when necessary to ensure progress is being made

MASTER CHECKLIST

AFTER TEAM LEAD EVENT 1

- Meet with your Manager to talk about how your role as a Team Lead could be beneficial to your role within RBC/your career path.

AFTER SESSION 1 - DISCOVER CONNECTION

- Meet with your team to brainstorm and narrow down your project idea
- Collectively begin to prototype your idea (framework, build something, mind map)
- Collectively set goals (how many people do you want to reach, is the goal to collect donations, or how many stories you want to share, or what you want peoples baseline understanding to be)
- Set up a recurring time to meet/work on your project as a group
- Set up first group 1-on-1 call with Sarah bit.ly/impactleadershipcall

AFTER SESSION 2 - TAKE ACTION

- Develop clear action plan and timeline, refer to project specific steps in Member Workbook Appendix.
- Determine roles/responsibilities/tasks for each team member. Refer to role descriptions in Member Workbook Appendix.
- Where will you compile planning documents, resources, brainstorm notes, etc.?
- Figure out how you will measure impact
- Start to measure that impact through surveys, qualitative stories, images, photos etc.
- Promotion - Run a quick info session about your project or film a quick video about it. Post about your project on social media and share with colleagues

MASTER CHECKLIST

AFTER TEAM LEAD EVENT 2

- Follow up with the contacts you received as part of the Ask-Give session

AFTER SESSION 3 - BUILD TEAM

- Confirm what project elements are missing and where you may need help. Find people to fill those roles/volunteer. Refer to role descriptions in Member Workbook Appendix
- Audit your network to provide possible resources/contacts to team
- Set up second group 1-on-1 call with Sarah bit.ly/impactleadershipcall

AFTER TEAM LEAD EVENT 3

- Touch base individually with your team members to see how they are doing.
 - See if there are ways you can support them.
 - Don't forget to ask for help yourself too!

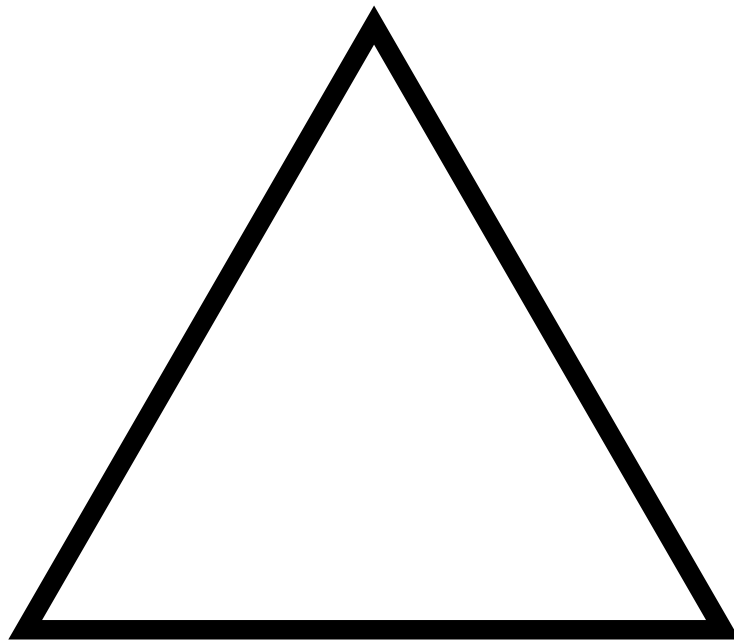
AFTER SESSION 4 - CRAFT STORY

- Work on "Craft Story" worksheets
- Compile photos/videos/evidence of your Impact Project
- Your team will need to create a concise presentation about your project and include the following:
 - Name of project, team members names
 - Passion, problem, description of project
 - Goal/impact/result
 - Time Limit: 5 Minutes**
- Individually complete post program feedback survey

TEAM LEAD EVENT 1

ENGAGING YOUR TEAM

Engaging Your Team



Why is it important for you to be here?



How Session 1 Will Work

- 1 Further refine the "problem" you are solving**
All participants provide suggestions, group similar ideas together
- 2 Select refined problem**
You can choose the biggest group or an agreed upon problem. If there is a tie, we suggest the team lead selects which one could have a greater impact, or see if there is a way to combine problems
- 3 Gather a list of team passions**
Team to list all the passions they feel strongly about individually, and then group similar passions together
- 4 Brainstorm possible Believe Impact Projects**
Ideas should connect one of the Passion Groups from step 3 with the refined problem from step 2
- 5 Discuss Project Ideas**
Walk through the brainstormed ideas, have the person who listed a particular Impact Project Idea describe their idea out loud

REMEMBER:



TEAM LEAD EVENT 2

**NETWORKING & MANAGING
YOUR TEAM**

Grow Your Network.....

1

2

3

4

5

6

ASK

GIVE



Notes



TEAM LEAD EVENT 3

10 TACTICS FOR RESILIENCE

Tactics for Resilience

1 I will take a pause by doing.....

2 The advantage of my scenario is....

3 I will seek inspiration from...

4 In my control is...

5 I will move my body by doing...

6 I will focus on...

7 I can lean on...

8 I am successful when I...

9 My first hurdle is...

10 Repeat!

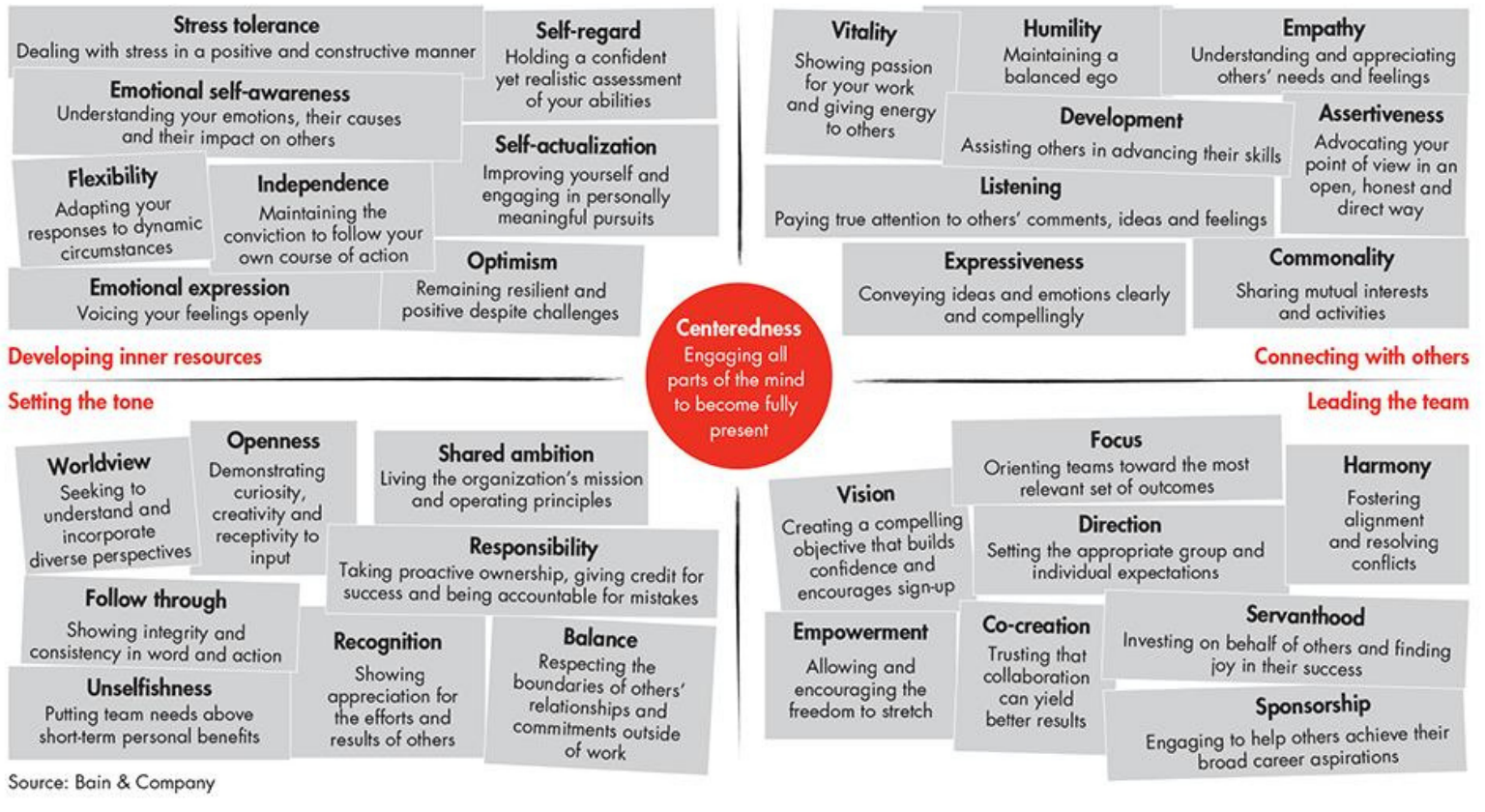


Notes



BAIN'S INSPIRATIONAL LEADERSHIP MODEL

Figure 1: Bain Inspirational Leadership model



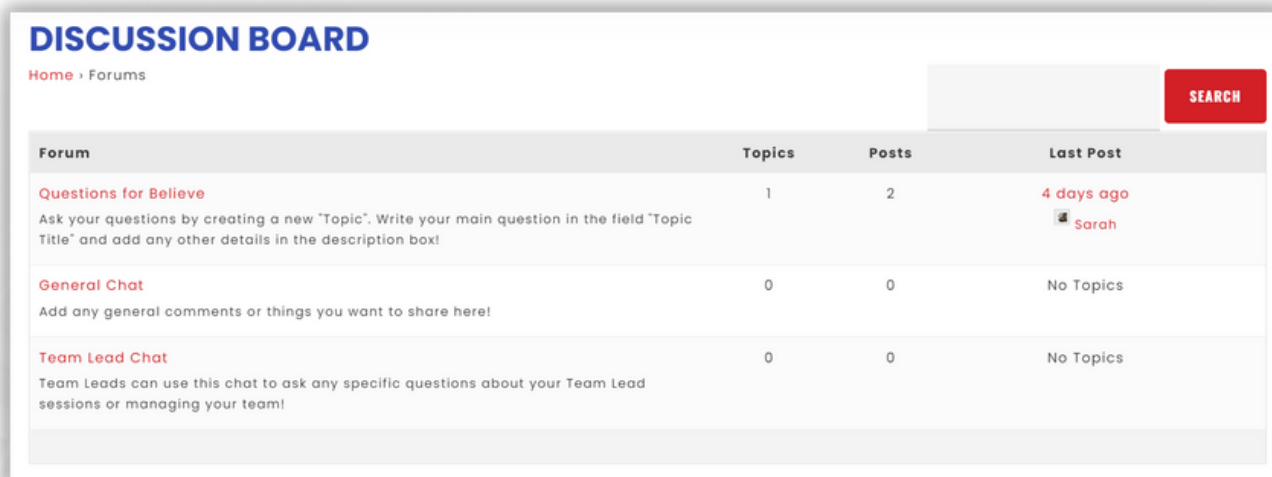
<https://www.bain.com/insights/how-leaders-inspire-cracking-the-code/>

HOW TO USE DISCUSSION BOARD

1. Visit www.sarahwells.ca/RBC-impact

Scroll to bottom of the page to section titled "Discussion Board." Note that this discussion board is open/ viewable to all RBC students participating in the program. You will see we have 3 main forum groups.

1) Questions for Believe 2) General Chat 3) Team Lead Chat



The screenshot shows a web interface titled "DISCUSSION BOARD" with a breadcrumb "Home > Forums" and a search button. Below is a table with columns for Forum, Topics, Posts, and Last Post.

Forum	Topics	Posts	Last Post
Questions for Believe Ask your questions by creating a new "Topic". Write your main question in the field "Topic Title" and add any other details in the description box!	1	2	4 days ago Sarah
General Chat Add any general comments or things you want to share here!	0	0	No Topics
Team Lead Chat Team Leads can use this chat to ask any specific questions about your Team Lead sessions or managing your team!	0	0	No Topics

2. How to ask a question

Click the forum titled "Questions for Believe", you will then have the option to create a "New Topic". The topic title will be your question. This will help us and your fellow participants navigate the questions. Use the description box to add any other notes or context surrounding your question.

For questions specific to Team Lead sessions/responsibilities/obstacles, use the "Team Lead Chat"

Once you click Submit, the Believe team will be notified and be sure to check back for a response within 24 hours.



The screenshot shows a form titled "Create New Topic in 'Questions for Believe'". It includes fields for "Your information:" (Name, e-mail, Team Number) and "Topic Title (Maximum Length: 80)". A red callout bubble says "Use full name!". Below the form is a rich text editor with a toolbar and the text "I'd love to re-watch yesterday's session!".

3. Engage with your fellow participants!

Feel free to add to any topic threads with suggestions or things that have worked for your group. Also use the general chat to share resources or updates from your group.