

Facing the F.A.C.T.S. About Being a Team Manager

F	<p>Facilitate</p> <ul style="list-style-type: none"> ● Learn how to be an effective Facilitator by attending a training workshop ● Facilitate discussion early in the program season about team goals, encouraging team members to address team building experiences, skills or knowledge they want to gain, and social experiences they want to have (FUN), and maybe even competitive goals; never set your goals ahead of the team's! ● Facilitate <i>Instant Challenge</i> practice at every team meeting by providing constructive feedback ● Facilitate the understanding of the <i>Team Challenge</i> and <i>Rules of the Road</i> by encouraging team members to explain the rules to each other, and by encouraging them to ask Clarification questions ● Facilitate creativity by encouraging your team not to select the first (or easiest) idea it generates, since this is not likely to be the most unique solution; ask open-ended questions
A	<p>Arrange</p> <ul style="list-style-type: none"> ● Arrange for a physically and emotionally safe problem-solving environment ● Arrange for team meeting space ● Arrange for the team to add its own projected due dates to the Team Calendar for team projects; this enables the team to take ownership of its solution, timeline and Action Plan ● Arrange for research opportunities, speakers, demonstrations and field trips as requested by the team ● Arrange for team building activities that are FUN, either inside or outside team meetings; this relieves tension and enhances work flow for everyone
C	<p>Communicate</p> <ul style="list-style-type: none"> ● Communicate clearly what you expect of team members and parents, and what they can expect from you ● Communicate to parents in concrete terms where you can use help: Provide snacks, <i>Instant Challenge</i> materials, or tools for constructing props, devices, costumes and more; shop for <i>Central Challenge</i> materials or fund shopping trips; transport team members to meetings or Tournament; transport props, set pieces and costumes to Tournament; chaperone a field trip or the Tournament event ● Communicate politely with non-team members (including parents) about rules of Interference
T	<p>Teach</p> <ul style="list-style-type: none"> ● Teach students teamwork skills so that they will learn to work as a team ● Teach students creative and critical thinking strategies by learning them yourself (attend training!) ● Teach your team that every Challenge is open-ended and that there are many solutions for every Challenge ● Teach students to assess what they have learned by recapping and celebrating what the team has learned; this places the focus on the <i>process</i> and the life-long skills gained, rather than on trophies and medals
S	<p>Schedule</p> <ul style="list-style-type: none"> ● Schedule team meetings around team members' family and school commitments, in addition to Destination ImagiNation program dates; beware of planning meetings during vacations and holidays, when parents often take children out of town or make other family plans ● Schedule time for the team to learn new skills, and take advantage of skill workshops, both formal and informal ● Schedule enough time to generate ideas ● Schedule enough time for the team to research and experiment, and to take a different path if the situation warrants doing so ● Schedule enough time to create props, costumes and scripts ● Schedule enough time to create the presentation, refine it, and rehearse it; schedule a dress rehearsal at least 2 weeks before Tournament