

# Stages in the Life of a Team Manager

## **Stage 1: Building Your Team / Understanding the Challenge**

schedule meetings • create agendas • find meeting space • communicate with parents about Interference and how they can help you (snacks/*Instant Challenge* supplies/\$\$/transportation) • help team understand the Challenge • recruit an Appraiser • attend Team Manager training • practice *Instant Challenges* • arrange general skills learning sessions about tool safety, sewing, using glues, paint basics, drama • register for Instant Challenger team workshop • plan FUN team activities • snacks

## **Stage 2: Generating and Incubating Ideas / Research / Inquiry**

lead (facilitate) team in EFFECTIVE brainstorming sessions • keep a record of team ideas • help the team locate resources • arrange for speakers and/or demonstrations (make sure speakers do not demo or provide a solution!) • encourage the team to re-read the Challenge and request Clarifications • continue to practice *Instant Challenges* • attend Instant Challenger workshop • read about Tournament procedures • send your Appraiser to training • register for the Tournament • continue FUN teambuilding activities • snacks

## **Stage 3: Focusing / Preparing for Action / Putting It All Together**

lead the team in EFFECTIVE decision-making sessions • keep a record of team ideas • encourage team to experiment • lead the team in a priority-setting discussion • help team locate materials and tools for its solution • locate work space and schedule work sessions • continue to practice *Instant Challenges* • continue FUN teambuilding activities • snacks

## **Stage 4: Ready, Set, Go! Preparing for your Tournament**

lead the team in EFFECTIVE last-minute brainstorming and decision-making sessions • record team ideas • lead brainstorming session for tournament emergency toolkit contents • arrange for team members to complete tournament paperwork (younger teams may need your help in writing their words) • schedule last-minute work sessions • arrange for a rehearsal (remind parents that feedback constitutes Interference) • practice *Instant Challenges* • communicate with parents about Tournament agenda and Interference • secure help in transporting members & props • continue FUN teambuilding activities • snacks

## **Stage 5: Party Time!**

meet for doughnuts & juice on Tournament morning • load the vehicle(s) with props, costumes and team members • check for paperwork & emergency toolkit • check-in at Tournament site • warm up for *Instant Challenge* in a calm space • secure parents' helps in carrying props and costumes to Prep Area • encourage team to participate in extracurricular Tournament activities • watch other teams' performances • snacks & souvenirs • take photos • congratulate your team for COMPLETING its Challenge • celebrate the journey with a party or FUN activity after the Tournament • present certificates for skills learned/progress made, regardless of the Tournament outcome