



FREE TASTER

Free taster

Ready-to-Go Team Sessions

A free 20 minute team session you can run this week: a condensed version of Creating Healthy Team Habits

About 10 minutes to prepare and 20 minutes with your team. You will need sticky notes, pens and a wall or whiteboard (or a shared online board).

Name _____

Date _____

STARBUCK & ASSOCIATES

COACHING & LEADERSHIP DEVELOPMENT

WHAT THIS IS

Team sessions, ready to run

Ready-to-Go Team Sessions is a collection of more than 40 complete, interactive team session decks. Each one runs for about 60 minutes and has the activities, prompts and structure already built in.

It is for leaders, managers and facilitators who know their team would benefit from a proper conversation about delegation, change, goals or how they work together, but do not have the time to design a session from scratch. Pick a topic, prepare for a few minutes and run it.

What is inside

AREA	WHAT YOU GET
Complete session decks	More than 40 sessions of about 60 minutes, each with 25 to 60 slides.
Activities and prompts	Interactive exercises and discussion prompts built into every deck.
Team working	Creating Healthy Team Habits, Building Psychological Safety in Teams, Collaborative Problem Solving, How to Get Team Buy-In.
Leading people	Coaching Skills for Leaders, The Art of Delegation, Managing Performance, Mastering Challenging and Difficult Conversations.
Change and direction	Thriving in Change, Setting Powerful Team Goals, Time Management Mastering Your Week.
Inclusion	Understanding EDI Creating an Inclusive Workplace, Neurodiversity in the Workplace Workshop.
Leadership foundations	First Time Line Manager Fundamentals, Senior Leadership Fundamentals.
Flexible use	Run a session on its own, combine several into a half or full day workshop, or run one a week. Access for a year.

HOW TO USE THIS TASTER

Read the run sheet on page 3, prepare using page 4, then run the session at your next team meeting. It is a short version of a full 60 minute deck, so it gives your team a real taste without taking over the agenda.

Run sheet: Creating Healthy Team Habits

Team habits are the things you do together without thinking: how meetings start, how quickly messages get answered, how work is handed over. Good ones save energy. Unhelpful ones quietly cost time and goodwill. This session helps your team keep one and change one.

TIME	WHAT TO DO	WHAT TO SAY
0 to 3 min	Open the session. Share one habit of your own, good or bad, to set the tone.	"Habits are what we do on autopilot. Today we will pick one that helps us and one that gets in our way, and agree one small change."
3 to 8 min	Spot the habits. Everyone writes, on their own, one helpful and one unhelpful team habit, one per sticky note. Put them up in two columns.	"Think about a normal week. What do we do as a team that makes work easier? What do we do that makes it harder?"
8 to 13 min	Choose one. Group similar notes. Everyone gets two votes for the unhelpful habit they most want to change.	"Which one would make the biggest difference if we changed it? Go for small and real, not big and vague."
13 to 18 min	Design the new habit. Turn it into one sentence: "When this happens, we will do this." Agree who will give a gentle reminder.	"What is the moment when the old habit kicks in? What will we do instead, right then?"
18 to 20 min	Close. Read the new habit back, agree a review date about two weeks away, and name the helpful habit you want to keep.	"Let's try this for two weeks and then check in. Thank you for being honest."

EXAMPLE

Jo's team picks "messages late in the evening" as the habit to change. Their new habit: "When we write a message after 6pm, we schedule it to send at 8am." The helpful habit they keep is the short Monday check in.

Prepare and run it

Before the session

- Book 20 minutes at the start of a team meeting, not the end, when energy is higher
- Have sticky notes, pens and dot stickers ready, or set up a shared online board
- Think of one habit of your own to share when you open

Debrief questions

Use one or two of these at the end, or at the two week review.

- What surprised you about the habits we listed?
- Which of our helpful habits do we take for granted?
- What might get in the way of the new habit, and what will we do then?
- How will we know in two weeks whether it is working?

Our team habit card

WHAT WE AGREED	
When this happens	
We will	
The habit we keep	
We will review it on	

WHAT TO WATCH FOR

If one or two people dominate, ask everyone to write first and talk second. If the chosen habit is about one person's behaviour, gently widen it to something the whole team can own.

From one short session to a year of team conversations

This taster is a short version of one session. The full hub gives you more than 40 complete 60 minute decks, each with activities and prompts built in.

- 1 Choose a topic.**
Pick the session that fits what your team needs now: habits, delegation, change, goals, difficult conversations.
- 2 Prepare.**
Read through the deck and the activities. The structure is already there, so preparation is about making it yours.
- 3 Run it.**
Use the slides, prompts and exercises to guide an interactive hour with your team.
- 4 Build a series.**
Run a session a week, or combine several into a half or full day workshop.
- 5 Keep it going.**
Come back to earlier sessions as the team changes or new people join.

Who gets most from it

- Team leaders and managers who want regular, structured team conversations
- New line managers building confidence in running sessions
- HR, L&D colleagues and facilitators planning workshops and away days

HOW PEOPLE USE IT

Some leaders set aside one team meeting a month for a session. Others build a half day away day from two or three decks. Facilitators often use a deck as a starting point and adapt the examples to the organisation.

What I am going to do

Two or three small changes that you actually make will do more than a long list you never start.

My three actions

WHAT I WILL DO	WHEN	WHO I WILL TELL

Coming back to this

Put a date in your diary about a month from now and answer these three questions.

What has changed since I did this taster?

What did I not get to, and what got in the way?

What am I carrying forward?

READY FOR THE FULL HUB?

Ready-to-Go Team Sessions

More than 40 complete, interactive 60 minute team session decks with activities, prompts and structure built in. Run them on their own, weekly, or as half or full day workshops.

£199 per person, per year, inc. VAT

Enrol at academy.starbuckassociates.com/courses/ready-to-go-team-sessions

Part of the Starbuck Academy free resources from Starbuck & Associates. If you would like support using this across a team or a leadership programme, we would be glad to help. This taster is general learning and development material, not professional advice. © 2026 Starbuck & Associates Limited.