

2023-2024 TEAM SCIENCE SEMINAR SERIES SCHEDULE

Logistics: 10 one-hour sessions occurring Oct 2022-July 2023 from 12pm-1pm on the 1st Thurs of each month; certificate offered through ITHS if attend 8 or more sessions (80%) & complete session evaluations.

Date	Topic	Date	Topic
10/5/23	Introduction to the Team Science Seminar Series 2023-2024: Collaboration & Teamwork	3/7/2024	Engaging the Community
11/2/2023	Kicking-off a New Team	4/4/2024	Getting Promoted as a Team Scientist
12/7/2023	Team Writing: Opportunities & Challenges	5/2/2024	Writing Team Plans for Grants
1/4/24	Tools for Collaboration	6/6/2024	Biases, Microaggressions, and Specific Challenges
2/1/2024	Promoting Psychological Safety at Workplaces: Speaking Up and Listening Skills	TBD	Leadership/ Delegation

Session # 4: Tools for Collaboration

Presentation will begin at 12:00 PM (PT)



ITHS

Institute of Translational Health Sciences
ACCELERATING RESEARCH. IMPROVING HEALTH.

Learning Objectives

AT THE END OF THIS SEMINAR, PARTICIPANTS WILL BE ABLE TO:

- 1) Practice team interaction tools
- 2) Describe ways to use content sharing drives and project management software
- 3) Discuss team scheduling tools and tips



Plan for the Day

- Welcome/Overview
- Interactive tools
 - Brainstorming, Flowcharting, Contingency Diagrams, Conversation Café, 5 Why's
- Virtual tools
 - File sharing, meetings, project management & online tools
- Resources & references
- Questions & Discussion

Brainstorming

- Contribute
- Clarify
- Evaluate



Key to brainstorming is to complete a step before moving to the next step

Flow Charting

- Starting and Ending point
- Brainstorm steps in between (in any order)
 - Contribute
 - Clarify-questions
 - Evaluate- duplicates, put in order, add data if needed
- Current state and Future state flow charting

Key is to follow brainstorming guidelines, don't worry about the order. Use the objective to add data (concerned about errors, waste, service issues, time, then let those be the types of data to add).

Post-it Notes https://www.post-it.com/3M/en_US/post-it/ideas/articles/create-a-process-flow-diagram-to-kickstart-your-plans/

Interactive Online Whiteboards (e.g. jamboard)

- Virtual digital white boards that support real time collaboration
- Used for many tools: brainstorming, flow charting, conversation café, 5 whys, etc.

Some options of Interactive Online Whiteboards:

- <https://jamboard.google.com/> (note: Jamboard set to go away 12/31/2024)
- Google Slides: https://docs.google.com/presentation/d/1A7qr5_HP-wlsXQuU2weEYQsZbpLwKuk2CyVhL0t_ylY/edit?usp=sharing
- <https://www.figma.com/figjam/jamboard-alternative-for-education/>

BRAINSTORMING TO FLOWCHARTING ACTIVITY (10 MINS)

Focus = How to get from A to B
(initial idea to grant application)

Conversation Cafe

Gathering ideas from a larger group of people:

1. Groups of 5-10 people (create diverse groups: expertise, background, representation of community, etc)
2. Pose the question. State the maximum time per person (30 sec-2min), duration of each round (based on the number of people per group and the max time per person and the number of rounds(3). Ask for a host to help keep the participants within the agreements
3. Provide a "talking stick" or "talking object" that moves from person to person to indicate a person is done and the next person may share.
4. Rounds: 1- first time sharing 2-sharing after you have heard from others 3 open conversation 4 take aways and key sharing for larger group

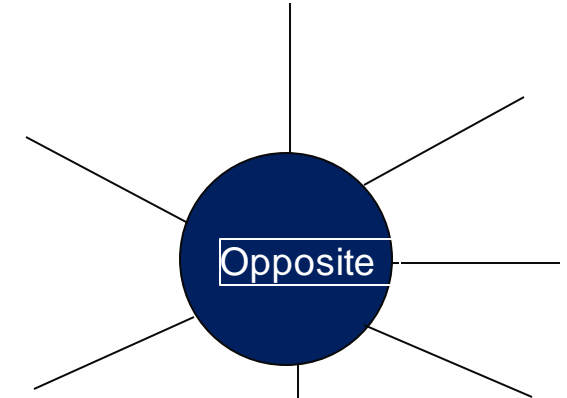
Options: have large paper for people to draw ideas as other talk or use postits for note taking.

Key Agreements: Suspend judgement, respect, seek to understand, invite and honor diverse opinions, speak what has meaning, honest and depth without going on and on



Contingency Diagram

- Opposite of what you want in the center
- Brainstorm actions to make that happen
- Personally identify those that you are doing and would like to change
- Take the opposite, add detail and create agreements



Key is to delve into and clarify action needed to obtain the opposite

Use for team agreements, meeting agreements, startup checklist, etc.

5 WHYs

- Why does this problem happen?
- Why does that happen?
- Why – any other reasons?
- Why?
- Why?



Key is to get to the root cause

VIRTUAL TOOLS

File Sharing

Tools	Pros	Cons
Google Drive	Can be used across organizations	Not accessible thru some organizations Individual ownership of files (accessibility if no longer have institutional email)
Dropbox	Can be used across organizations	Cost Not accessible thru some organizations
OneDrive	Can share & use online (but more individually oriented)	Some sharing limitations/complexities (internal/external)
SharePoint	Can be used across organizations & have more than one owner	May not be as intuitive (learning curve)

Online Meetings

Meeting Tool	Pros	Cons
Zoom	Annotate meeting aid, easy screen share for all participants. Training. Whiteboard	Meeting scheduling interface challenging
Adobe Connect	Breakouts pre organized for each activity	More challenging to setup and navigate Pricing is high
Teams	Whiteboard, messaging ability	No hand raising

Scheduling Meetings

Tool	Pros	Cons
When2meet	Easy to set up mult meeting times Send to team members w/o entering your own avail	Pop-up ads (beware!)
Doodle Poll	Allows more than Y/N	Harder to set up time frame Adds
Outlook shared	Saves a lot of scheduling time	Not everyone uses outlook

Project Management tools

Tool	Pros	Cons
Excel	Accessible by almost all	Cumbersome to set up and to make changes
Microsoft Project	Most organizations offer access	Not web based
Smartsheet	Web based Sending notes Resource management Data gathering forms	Cost \$- but only owner of sheet has to pay
Monday	Basic, simple to use	Not as capable in project management as Smartsheet or others

Resources

Tools Liberatingstructures.com: https://utas.shorthandstories.com/PP_Problem_Solving_Practical_Tools_and_Techniques/index.html

<https://ca.indeed.com/career-advice/career-development/problem-solving-tools>

Continuous Improvement Summary of Key

methods: <https://www.solvexia.com/blog/continuous-improvement-tools>

Keys to problem solving: <https://www.sessionlab.com/blog/problem-solving-techniques/>

Web based tools: Slack, Miro, Asana, Monday, Smartsheet, Trello

Meeting without agenda: Lean Coffee <https://agilecoffee.com/leancoffee/>

References

Brainstorming:

- 1) Isabella Seeber, Gert-Jan de Vreede, Ronald Maier & Barbara Weber (2017) Beyond Brainstorming: Exploring Convergence in Teams, Journal of Management Information Systems, 34:4, 939-969, DOI: [10.1080/07421222.2017.1393303](https://doi.org/10.1080/07421222.2017.1393303)
- 2) [Bonnardel, N. & Didier, J. \(2020\). Brainstorming variants to favor creative design. https://doi-org.offcampus.lib.washington.edu/10.1016/j.apergo.2019.102987](https://doi-org.offcampus.lib.washington.edu/10.1016/j.apergo.2019.102987)
- 3) [Four-step approach to idea management sequencing: redefining or reinventing values in a business model | Journal of Innovation and Entrepreneurship | Full Text \(springeropen.com\)](https://www.springeropen.com/journal/11859/articles/10.1186/s13659-020-02000-0)

Debrief/Wrap-Up

- ▶ Please provide feedback on today's session!
 - ▶ Feedback in chat
 - ▶ Complete Today's Session Evaluation

- ▶ Next month's session:
 - ▶ Strategies to Address Conflict
 - ▶ Thurs 2/1/24 12:00pm-1:00pm
 - ▶ Registration is live

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