



teambook.

# TEAMBOOK - FROM WORDS TO ACTION

Teambook is a cloud based digital service which enables you as a consultant to extend and strengthen your efforts in a team development process. It's a dialogue support you can use to follow up, measure and trigger.

Teambook takes a team from promises to long term effect.



# WHAT IS DIGILOGUE?

To work in a digilogue way is all about going from words to action.  
From conference room to the everyday.

The digilogue process is all about combining analogue experiences with digital support, which creates long term sustainable development. After an analogue meeting with a team, Teambook is used to continue your work. By sending tasks, reminders, tips and feedback digitally to the whole team, you can make sure that the changes the team agreed on making in the room, actually happen.



Analogue meeting with a focus on team, where an action plan is made.

## Let's make a difference!



The team keep working independently in Teambook, with the support of for example follow ups and tasks.



You support, follow and coach their development, digitally through Teambook.



Both you and the team get maximum effect from your invested time, and true change has been made.



# TEAMBOOK IS REALLY EFFICIENT

## But how? Well, like this:

### TRAINING

With the library of tools available in Teambook, the team is continuously trained in development - in the everyday. This is done by tasks which the team discusses and execute together, amongst other things.

### MEASURABLE

By using Team Quality Survey, the development of the team becomes measurable. With 35 questions and statements, TQS maps the factors that the team themselves can impact - and that has an impact on the team's "performance".



### SUPPORT OVER TIME

The fact that Teambook is digital makes it easy to keep supporting teams through their development over an extended period of time. In real time, you get to see the changes that are made - or aren't made - and can give direct feedback on it.



# ARE THERE ANY EVIDENCE?

Yes, there's plenty of evidence! Here's some of it. Civil engineering student Klara Lampa wrote a final paper in 2017 where she followed up our work at Öresundskraft, which started in 2011 and focused on team development. Teambook was a part of this work. In the paper, Lampa compared classic key numbers from the industry at Öresundskraft over a period of time, against similar businesses in the same line of work. Here is a summary of the paper:

## INCREASED FLEXIBILITY AND OPENNESS

The flexibility and openness to change at Öresundskraft increased, something that is especially important for businesses or lines of work that are facing major changes.

## EFFICIENT CO-WORKERS - WHO FEEL BETTER

The wellbeing of co-workers is an important puzzle piece to creating efficient teams. Lampa's study shows that this also increased at Öresundskraft, after they worked on creating efficient teams.



## POSITIVE RESULTS

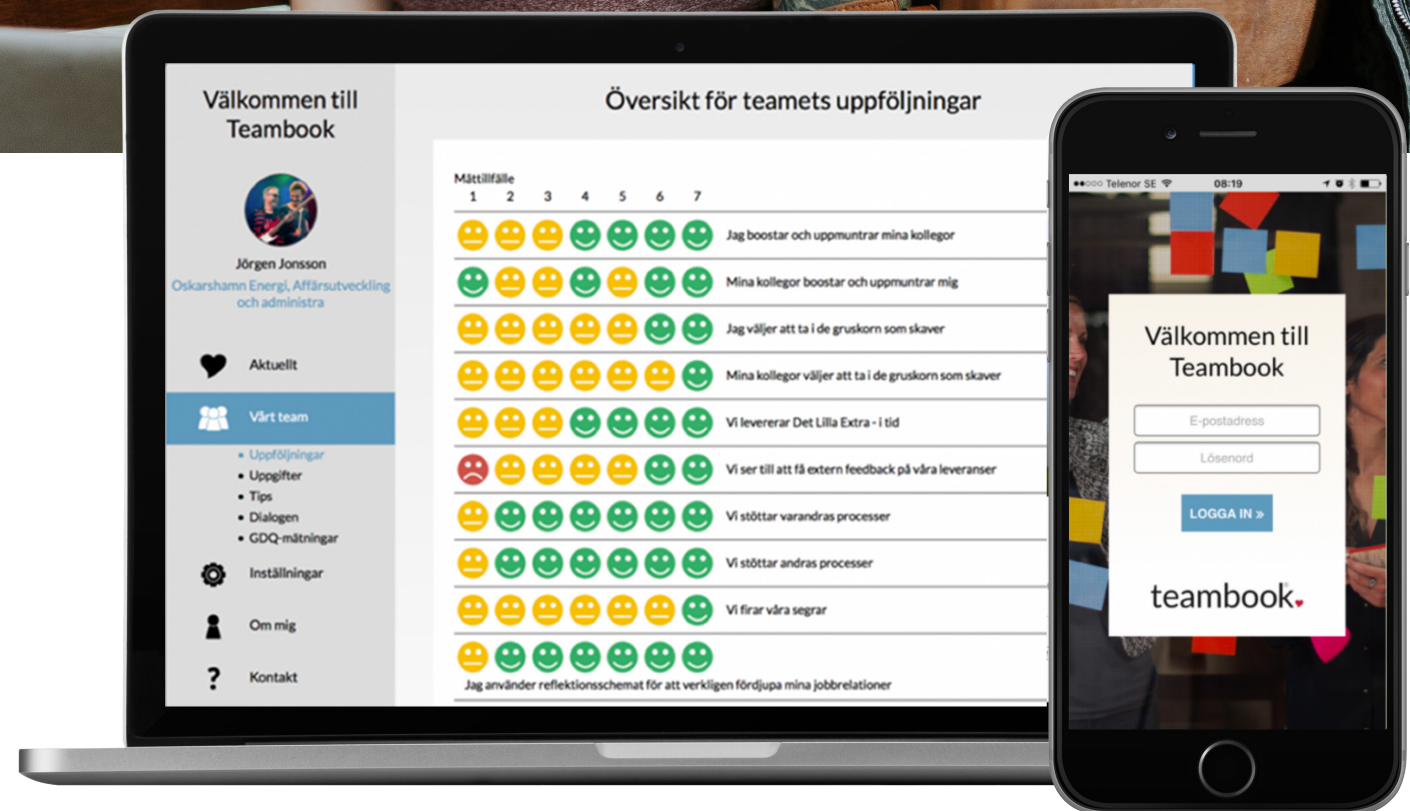
Öresundskraft reached far more positive results within all aspects - financially, customer, processes and learning.



# WHAT SERVICES ARE AVAILABLE IN TEAMBOOK?

You tailor Teambook to suit every team perfectly, by choosing what services they should use.

Here are some of the services you can choose between.





# TEAM QUALITY SURVEY

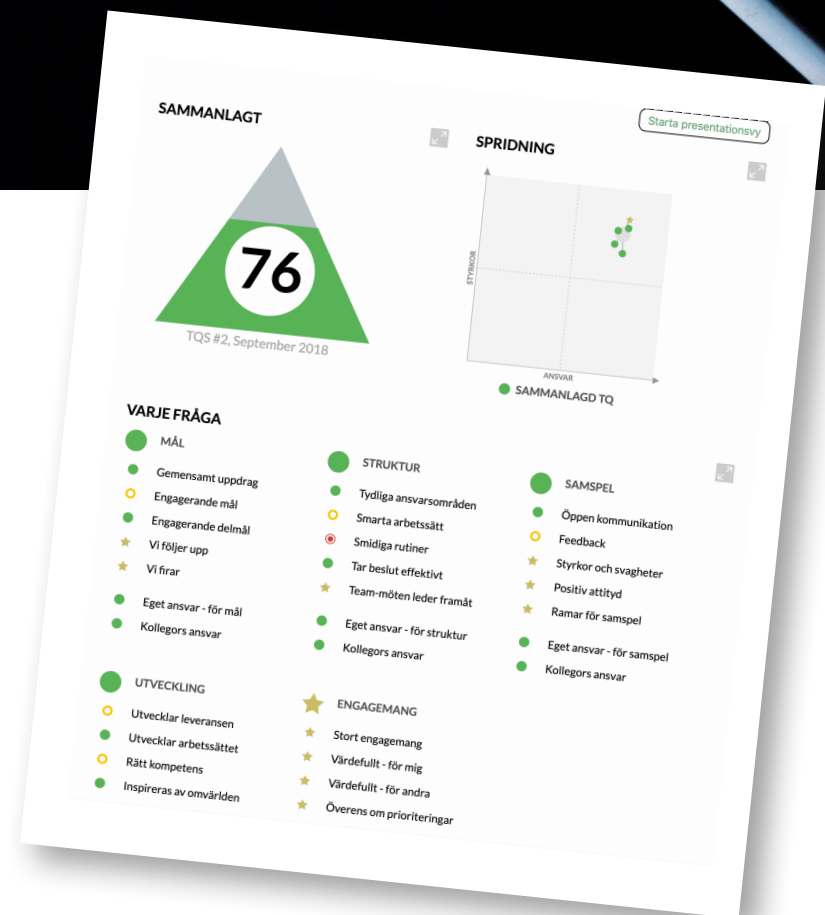
The measurement tool that sharpens the team.

We have worked with team development for many years, and with thousands of teams in different lines of work. We know that to make changes and improvements, a team needs to agree on how they are going to work together and what their shared goals are. To make this easier, we've developed Team Quality Survey, or TQS as we call it.

TQS is a free measurement that is available to use in Teambook. With 35 straight forward and easy questions, it supports the team to find out what they need to work a little more on to continue their development. It also points out

the areas where the team is doing the best. The results are gathered and neatly presented directly in Teambook, so that you can spend less time on building presentations and more time on coaching the team.

TQS is built to be easy. It is self instructive, easy to answer, easy to understand and easy to use. And it only has one purpose: to sharpen the team.





# TASKS

Tasks that support the team.



## Antar du utmaningen?

Det här är det första av en rad mail med korta - men viktiga - uppgifter som du och ni andra i teamet förväntas göra på jobbet. En del kan du tycka är lätta. Andra känns mindre bekväma för dig men lättare för någon annan. Allt handlar om att utveckla och förbättra hur det är på jobbet. Och för att något ska bli bättre behöver vi alla ibland göra nya saker eller göra saker på ett nytt sätt.

### VÅR UPPGIFT

Ta fem minuter och fundera över hur du själv tänker förhålla dig till de här mailen och uppgifterna. Tänker du leva upp till förväntan och ta dem på fullaste allvar? Eller tänker du strunta i dem?

### VÅRA REFLEKTIONER

Tänker du leva upp till förväntan och ta dem på fullaste allvar? Eller tänker du strunta i dem?

The tasks in Teambook are there to increase competence, inspiration, training and to remind the teams, but also to create openness and focus.

There is a large library of ready made tasks in Teambook, but it's also easy to create new, tailor made tasks.

The tasks are automatically sent out to everyone in the team as an email or app notification - once a week, every 14 days, once a month - you decide the pace.

In each tasks, the members can reflect and make comments. This makes it so the task in itself both offer support with its content, but also creates more openness and understanding regarding the thoughts of everyone else in the team.



# FOLLOW UP

Follow ups that drive change.

The follow ups in Teambook gives you the opportunity to continuously follow up how the team is doing with their promised changes.

You choose the pace of how often everyone in the team answers questions regarding how they feel they're doing with the promises they've made to each other. The following week, they'll receive a summary which shows them how they're doing. The summary is shown in an educational way that's easy to understand, using green, yellow and red smileys which reflect the results.

You and the team get a clear overview of what changes are working, what questions the team might need extra support and most important: that the team themselves are responsible for change to happen.

You customise the follow ups to suit every team according to their agreements on behavioural changes. You can also change the questions at any time to reflect where the team is right now.

A notification/email is automatically sent to everyone in the team with a link when it's time to answer a follow up.

September 2018


**NR 3, SEPTEMBER 2018**

Anna, Bo, Carol, David, Erik och Jennie har svarat.  
Svarsfrekvens: 100%

Måttillfälle  
1 2 3

😊😊😊	Vi jobbar aktivt med att beta av vår nya Delmåls-lista
😊😊😊	Vi har tydliga avstämningsmöten varje vecka
😊😊😊	Jag tar ansvar för att bidra till vår gemensamma projekt-whiteboard
😊😊😊	Mina kollegor tar ansvar för att bidra till vår gemensamma projekt-whiteboard
😊😊😊	Jag boostar mig själv och mina kollegor
😊😊😊	Mina kollegor är bra på att boosta
😊😊😊	Vi har högt fokus på rätt saker på våra möten

**REFLEKTIONER**


 Demo Handledare

Snyggt jobbat!!! Det känns ju verkligen som att ni hittar rätta formen för era veckomöten.  
Nästa uppdrag: Sätt fokus på att uppmärksamma och boosta varandra  
1. sätt ord på det ni uppskattar - och säg det :)

2018-09-05

2018-11-07

Testkommentar

 Demo Handledare

heja heja er!

Kommentera >

2019-05-07





# A SNEAK PEEK

There are some other services available in Teambook, here's a sneak peek of three of them.

## THE DIALOGUE

Encourages the team to accept the challenge of meeting everyone - which is often avoided in many teams.

The service will send a notification to the team members with the name of another team member (which is decided using an intelligent coincidence algorithm), and encourages them to have a personal meeting together, with a clear focus on the job.

## STATISTICS

Because every organisation owns and manages their own Teambook, statistics is created and they themselves own and have access to it. This is a big help if you're working with many groups within the same organisation, as it gives you an overview of teams, departments, and the development of the whole team, no matter if it's regarding TQS, activity or follow ups.

## TIPS

Help the team to stay focused on the right questions. Choose how often Teambook should send out tips - that you can write yourself to suit the organisation or choose from pre-written ones in Teambook.



# SCIENCE MODE.

Teambook is developed by Skillnad AB, who have worked with systemic team development for over 10 years.

Teambook is based on the - well tested - experience that comes with those 10 years, as well as a stable scientific base.

## INTEGRATIVE MODEL OF GROUP DEVELOPMENT (IMGD)

The model based on the research of Dr Susan A. Wheelan gives a clear view of the maturity of the team, and makes it so that you can customise Teambook to increase it.

## TEAM QUALITY SURVEY

The action based team measurement tool which sorts through the needs of the team and helps you decide what tasks the team should work with.

## THE ABC MODEL

Teambook is also based on the ABCs of behavioural sciences: to Activate new Behaviours and give Consequences, for example in the form of continuous follow ups.

## THE TINY HABITS METHOD

Teambook triggers small, adjustable behavioural changes in the team - inspired by the Stanford professor B. J. Fogg.