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**Report on T-TEL Staff Planning Meeting**

Elmina Beach Resort

10-12th January, 2018

1. **Introduction**

This report summarises the key activities and actions agreed at T-TEL’s staff planning meeting which took place from 10th-12th January, 2018 at the Elmina beach Resort in the Central Region.

1. **Objectives of the Meeting**

* To develop a shared vision and set of values and behaviours for T-TEL.
* To understand the implications of the Policy on Teacher Education Reforms and the accompanying Road map.
* Understand the implications for each of T-TEL work streams in 2018 and develop an action plan which is aligned with the Roadmap.
* To agree upon practical actions within T-TEL to improve collaborative working and strengthen the team work.

1. **Day 1**

**Dynamics of Team Building**

Facilitator: Akwasi Addae-Boahene, Chief Technical Adviser

Staff were taken through a number of team building exercises which considered matters such as dealing with conflicts in a team, the power of team work and the unique strength that each member of a team possess. Recap of Day 1:

* **Teams work with ground rules**
* **Conflict and failure are acceptable behaviour within teams**
* **Good team leaders leave a legacy**
* **Good team leaders are successful successive planners**
* **As a member of a team you need to increase whilst a good team leader decrease**
* **The desired stage of team function is “Performing”**
* **The 3Cs of performing team may be summed-up as: competition eliminated, collaborative planning and implementation and celebrations of success and failures (failing forward)**
* **The capacity of individuals in the team does not determine success of the group**
* **Team work divides the task and multiplies the success**
* **According to Margaret Carty, The nice thing about team work is that you always have others on your side.**

1. **Day 2**

**Visioning Exercise/Addressing concerns of Staff**

Facilitator: Robin Todd, Team Leader

T-TEL’s team leader led a visioning exercise that led to an agreed list of values and behaviours for T-TEL going forward.

**Vision:** At T-TEL, our vision is “Transformed teacher education and transformed learning outcomes for every Ghanaian child”.

**At T-TEL, all that we do, think and cherish are driven by “TICCA”:**

* **T**rust
* **I**ntegrity
* **C**ollaboration
* **C**ommunication
* **A**ccountability

What we do: Working to bring about high quality education to the girls and boys of Ghana

Below are the five T-TEL CORE values selected by staff and what they mean in practice.

**TRUST**

* Be Honest
* Be Transparent! Make communication and information accessible and timely through weekly updates every means possible. Endeavour to share your work plan with all.
* Do not shift blame: Open communication and collaboration. Problem resolution is a shared responsibility of the team.
* Avoid forming cliques-Relate equally with everyone
* Delegate authority and responsibility and provide the necessary support when needed
* Deal with trust issues when they arise to avoid recurrence

**INTEGRITY**

* Be truthful: tell the truth consistently, no matter the consequences
* Be sincere: do the right thing at all times even when no one is watching
* Be ethical: do your work without expecting favours – morally strong and principled
* Be dutiful: be committed fully to tasks
* Be firm but fair: treat all equally
* Be positive - have positive attitude and mind set
* Be Results-oriented
* Be committed: punctuality, dependability, reliability, producing quality work, loyalty, promoting the image of the organisation.

**COMMUNICATION**

* Use appropriate language for stakeholders
* Use Proper and effective Channels appropriate to the stakeholder category you’re communicating with
* Timeliness of information
* Ensure information is accurate before sharing
* Communicate respectfully
* Use clear lines of communication
* Use feedback effectively
* Have effective listening skills

**COLLABORATION**

* Emphasize and indicate evidence of collaboration in report/work plans
* Show mutual respect by acknowledging that others are better in some areas than you
* Involve everyone who has an interest in an activity both in the planning and implementation of the activity
* Inform others when there is a change of plan
* See each person’s work as part of your work and contribute to its success
* Show visible commitment to collaborate

**ACCOUNTABILITY**

* Communicate regularly
* Provide clear and relevant information
* Create feedback loop
* Be open to constructive criticisms/suggestions
* Undertake self-assessment
* Use resources judiciously (time, material, financial)
* Demonstrate consistency
* Maintain high standard of performance
* Take innovative initiatives
* Deal with identified challenges
* Take responsibility for actions/inactions