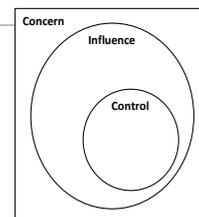


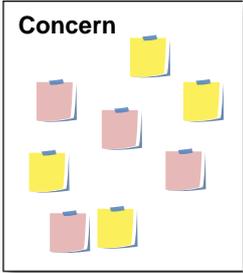
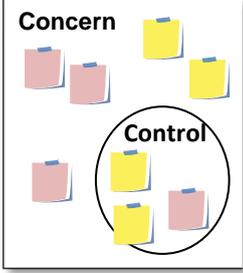
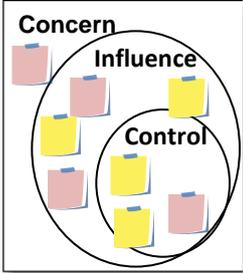
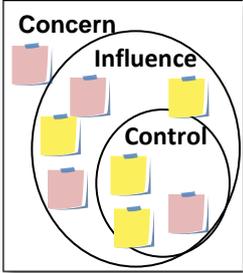
CIRCLES OF INFLUENCE & CONTROL

Purpose	<p>The purpose of this session is to assist the team gain a greater sense of control within their work environment by better understanding the things they have direct control and influence over, and actions they can take during this period of change and uncertainty as part of the Evolving Transport transition.</p>
Outcomes	<p>At the end of this session the team will:</p> <ul style="list-style-type: none"> • Understand the Circles of Concern, Influence and Control • Make explicit the things that the team has control and influence over • Develop an action plan based on things within the team’s control and influence • Identify items to be parked until further information is made available
Session at a Glance	<p>Designed to be a 60-90min session – note session plan timings are set up for a 60min session, adjust accordingly based on team size.</p> <ul style="list-style-type: none"> ○ Set up: Welcome team, provide context, purpose and session overview ○ Influence and Control Activity: Explore what’s within the teams influence and control ○ Team Action Plan: A plan to positively manage and influence the environment as a team ○ Close Out: Team take-outs and opportunities to revisit
Support Tools	<ul style="list-style-type: none"> <input type="checkbox"/> Pre-prepped whiteboard / flipcharts: <ul style="list-style-type: none"> <input type="checkbox"/> Concern in top left (Influence /Control to be built in session) <input type="checkbox"/> Stop, Start, Continue <input type="checkbox"/> Sticky notes <input type="checkbox"/> Pens / Markers



SESSION GUIDE

Agenda	Details	Owner & Tools
<p>Intro / Set the scene</p> <p>3 mins</p>	<p>Address the current state of uncertainty given the Evolving Transport Transition.</p> <p><i>‘It’s great to have everyone together today, welcome. I recognise that during this period of change given the Evolving Transport transition, some of you may feel that you have little control or influence over the changes that are occurring and in some instances you may be assuming worst case scenario and making assumptions that may not be helpful’.</i></p> <p>Share session purpose, introducing Circles of Concern, Influence and Control.</p> <p><i>‘To help build our resilience during this period of uncertainty it’s best to put our focus on the things that we can control and influence, vs those that we can’t. With this in mind today we will be exploring Circles of Concern, Influence and Control as a team and come up with a plan to help us collectively transition through as changes are implemented’.</i></p> <p>Concern = Things causing worry or stress due to feeling we have no control over them. Influence = Things you can influence such as your environment and your colleagues. Control = What you can directly control, your behaviours and actions.’</p>	<p>Leader</p>

<p>Activity: Exploring Team Concerns</p> <p>15 mins</p>	<ol style="list-style-type: none"> 1. Give team 5mins to reflect on those things that they are worried about in relation to work and changes that are occurring, writing up on separate post it notes and placing on flip / whiteboard 2. Ask each team member to share their concerns 		<p>All Pre-prepared: Concern</p>
<p>Activity: Exploring Circle of Control</p> <p>10 mins</p>	<ol style="list-style-type: none"> 3. Draw the circle of Control explaining what should be considered here – the things the team can actually control (their own thoughts, behaviours and actions) 4. Explore each note of concern with team and move those that they can actively control into the middle of the circle of Control 		<p>All Build flip: Circle of Control</p>
<p>Activity: Exploring Circle of Influence</p> <p>10 mins</p>	<ol style="list-style-type: none"> 5. Draw the circle of Influence explaining what should be considered here – the things the team can influence (environment, stories, mindsets, and communication) 6. Explore with team how they could influence some of the things they originally felt were out of their control, moving sticky notes into circle of Influence accordingly 		<p>All Build flip: Circle of Influence</p>
<p>Activity: Team Influence Action Plan</p> <p>20 min</p>	<p>Draw a table on the flipchart with the columns STOP, START, and CONTINUE.</p> <p>Explore opportunities for the collective team to STOP, START, and CONTINUE in order to assist the group in maintaining being positive and constructive during the changes and transition of RMS into the newly evolved Transport entity.</p> <p><i>'Thank you each for being open and actively involved with this exercise. Time to now build a plan based on the things that we can control and influence'.</i></p> <p>Assign owners and timeframes where appropriate.</p> <p>Note: Some items in the area of concern for team may not be able to be immediately addressed. Determine as a team what can be done with these – are they to be parked until further information, fed up to key decision makers, or just acknowledged as something of concern that can not be influenced or controlled at this time. Agree a timeframe to come back and review.</p>		<p>All, led by Leader Pre-prepared: Team Stop, Start, Continue Plan</p>
<p>Check out</p> <p>2min</p>	<p>Thank the team for their participation and highlight the importance of creating an open and safe environment for these kinds of discussions. Ask the team how they are feeling after reviewing what's within their circles of control and influence and, [time permitting] their biggest take outs from the reflection and feedback.</p> <p><i>'What was useful / great about exploring what we can control and influence as a team? How has this session changed the way you were feeling about the current changes?'</i></p> <p>Recap the action plan and agree on a time to report on progress against actions and to review parked items.</p>		<p>Leader</p>