



# EXCELLENT

## ACTIVITY

### TITLE: Look How Excellent You Are!

**DURATION:** 15-20 minutes, plus 10 minutes follow-up

#### PURPOSE:

To recognise individual excellence and the contribution that people bring to the team. It also supports our action of 'Giving & Receiving Feedback'

#### PREPARATION:

You can run this activity in person or remotely in a team meeting, whichever suits your team or working pattern. See option 1 or 2 below.

**Option 1** will require a Post-It note (or piece of paper and blu-tac) for each person and a marker pen

**Option 2** will need a [Microsoft Teams Whiteboard](#)

#### STEPS:

**Option 1** – face-to-face

1. Ask the team to think about another member of the team and what they do really well or what they have done/do that they think is excellent
2. Write down their name and what they've done that is excellent on the paper/post-it notes
3. If team members would like to name more than one team member, then they must use a separate post-it note for each person
4. Ask the team to transfer their post-its to a whiteboard or part of the wall
5. Either read out the notes or, ask the team to get up and look at the whiteboard together. Make sure everyone has seen the nominations.

#### **Optional: steps 6/7**

6. As a team, agree this time's 'Excellence Award Winner'
7. Complete and send an [Excellence Certificate](#) to the chosen recipient

**Option 2** – remote

Run as above, but ask the team to complete their Sticky Notes on the prepared Teams Whiteboard instead,

#### SUGGESTED FOLLOW UP ACTIVITIES:

- Note the things individuals are excellent at and identify ways for the team to learn from each other.
- Use the method to identify things the team in general are excellent at and things they are not so good at; create an action plan

#### EXCELLENT



When we live the values\*

*"We strive for EXCELLENCE in all that we do in teaching, learning, research and knowledge exchange, as well as in the services we provide to students and to each other.*

*To enable us to be excellent, we seek to act in ways that are INCLUSIVE, INSPIRING, INNOVATIVE & COLLABORATIVE.*

## WHAT ROLE MODELS DO:

- Agree what Excellent looks likes in their role & set objectives to deliver on those ambitions
- Understand and role model the other four values to perform to the best of their ability

EXCELLENT