



H3ABioNet

Pan African Bioinformatics Network for H3Africa

Introduction to Bioinformatics course: IBT

Staff Training

Day 1 Part 2

Meet your local team



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Introduction to Bioinformatics online course : IBT

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Meet your local team

Activity 1 – get to know each other (10 minutes):

1. Get into pairs (or a group of 3 if there is an odd number of people). Pair with someone that you do not know very well, if possible.
2. Have a chat to get to know each other. Make sure that you find out at least 3-5 things about your partner (5 mins).
3. After 5 minutes of chatting, organise all your chairs into a circle/semi circle so that the whole group is sitting together.
4. Introduce your partner to the rest of the group (for example ‘This is... s/he is... s/he enjoys...’). If your group is very small (only 2/3 people), then tell your partner what you remember about them from their description of themselves.

**Press pause NOW
and complete Activity 1**

Why create ground rules?

- How we behave together
- No assumptions – ensure everyone is on the same page
- Setting expectations

‘Very often new ground rules come out of retrospectives. For example a [team] might have encountered issues with some members making decisions on their own and after a discussion about how to avoid this in the future they decide to add the ground rule “We make decisions together” to the list of rules.’

<https://nomad8.com/team-ground-rules/>

Ground Rules

Examples (only suggestions)

- One person speaks at a time
- All team members are equals
- Address conflict by dealing with the issue not the person
- Notify the team in advance if you will be absent
- Be a participant, not a lurker
- Have fun, but not at the expense of someone else's feelings
- Be present, both physically and mentally

<https://www.askteamdoc.com/setting-team-ground-rules/>

Ground Rules

Activity 2 – steps for starting your list of ground rules (15 minutes):

1. As a group, brainstorm what is important to each member in terms of acceptable behaviour:
 1. Select a scribe
 2. Scribe to write down ALL suggestions in a place where everyone can see (suggestion: create a google document and project it on the wall/ TV screen – create this document in your IBT google folder) (5 mins)
2. As a group, decide on the top 5-7 suggestions (vote). Talk through each item to ensure each team member has a clear understanding and agrees. When you finalize your list, get confirmation from each member by having them raise their hand to physically acknowledge they agree to abide by the group behaviours. (10 mins).
3. Type up the finalised list and share with each staff member (suggestion: share via google docs).

Next

Watch video labeled:
Day 1 Part 3