

A FREE TEAM SESSION GUIDE

YOU ARE CAPABLE OF **MORE.**

THE WORKPLACE PLAYBOOK

Six modules on performance, mindset, and resilience. Run it in one session with your team, or one module at a time. No preparation required.

SIX MODULES · 60 TO 75 MINUTES
FREE TO COPY, PRINT, AND SHARE
FROM THE BOOK BY CHRIS SUND

[YOUARECAPABLEOFMORE.COM](https://youarecapableofmore.com)

HOW TO FACILITATE THIS

WHY RUN IT

To help your team become the best version of themselves, together. Better people make better teammates. They deliver more, recover faster, and hold a higher standard without being asked to.

WHO CAN RUN IT

Any manager, team lead, or person willing to go first. There is no preparation required and no expertise assumed. Do all six modules in one sixty to seventy five minute session, or take one at a time at the start of a weekly meeting. Give everyone their own copy to write in as you go.

HOW EACH MODULE FLOWS

- Read the concept out loud. About a minute.
- Ask the questions and let the room answer honestly. You go first.
- Give people a moment to write their answers down.
- Have each person name one action before you move on.

SET THE RULES

Phones down. Everyone speaks. No rank in the room, and the newest person's answer counts as much as the most senior one. What is said here stays here.

CLOSE STRONG

End on the commitment page. Each person names a personal standard, then the group agrees on one the whole team holds. Set a date to check back, because a standard with no follow up is just a nice conversation.

01 OWN YOUR WORK

PERFORMANCE

Nobody rises on excuses. The strongest people on any team take full ownership of their preparation, their effort, and their response, which are the things inside their control. Blame is comfortable. Ownership is powerful, because it is the only position you can act from today.

YOUR ANSWERS

1. Where do we, as a team, explain results instead of improving them?

2. What is one thing each of us controls that we have not been owning fully?

3. When something misses, do we look outward or inward first?

ONE THING I AM GOING TO DO ABOUT IT

02 TRAIN THE INNER VOICE

MINDSET

The loudest voice in the room is usually the one inside your own head, and under pressure it either steadies you or sinks you. Self-talk is a skill you can train. You cannot outperform the story you tell yourself about what you are capable of.

YOUR ANSWERS

1. What does your inner voice say right before you speak up in a meeting that matters?

2. Is that voice a coach or a critic? What would change if it were a coach?

3. What is one phrase we could use as a team to reset under pressure?

ONE THING I AM GOING TO DO ABOUT IT

03 BREAK THE COMFORT CEILING

PERFORMANCE

Growth lives just past the edge of comfortable. Most teams quietly cap themselves the moment the work gets hard enough to matter. Nothing looks wrong from the outside, which is exactly why it goes unnoticed. Comfort is a slow leak.

YOUR ANSWERS

1. Where are we coasting on good enough right now?

2. When was the last time this team did something genuinely uncomfortable?

3. What would it look like to raise our floor, not just our ceiling?

ONE THING I AM GOING TO DO ABOUT IT

04 BOUNCE FORWARD

RESILIENCE

Resilience is not just surviving a bad quarter, a lost account, or a project that fell apart. It is coming back sharper because of it. The teams that last get fluent at recovering fast, and the recovery time is the number worth watching.

YOUR ANSWERS

1. How long does it take us to recover when something goes badly, and can we shorten it?

2. Do we treat mistakes as failures or as feedback?

3. What is a setback that actually made this team better?

ONE THING I AM GOING TO DO ABOUT IT

05 TRUTH OVER PRAISE

CULTURE

Praise feels good. Truth makes you better. Strong teams build enough trust to give and take honest feedback without egos getting in the way, and the test is whether the hard thing gets said in the meeting or in the parking lot afterwards.

YOUR ANSWERS

1. Can we tell each other hard truths, or do we protect feelings and stay soft?

2. Who on this team gives you feedback you actually trust, and why them?

3. What is one honest thing we have been avoiding saying to each other?

ONE THING I AM GOING TO DO ABOUT IT

06 LEAVE IT BETTER

LEADERSHIP

The final measure of anyone here is the standard they left behind and the people they lifted. Leadership is not a title, it is a decision available to anybody in this room today. Leave every person, every meeting, and every handover better than you found it.

YOUR ANSWERS

1. What standard do we want this team to be known for, inside and outside this building?

2. Who are we leaving better? Who is being left behind?

3. If a new hire copied exactly how you show up, would this team be better?

ONE THING I AM GOING TO DO ABOUT IT

THE STANDARD I AM SETTING

LOCK IT IN

You have looked at all six areas. Now put a stake in the ground, for yourself and for the team you are part of.

ONE STANDARD I WILL HOLD MYSELF TO

THE ONE THING I WILL DO THIS WEEK TO LIFT A TEAMMATE

OUR TEAM STANDARD, NO EXCEPTIONS

THE DATE WE ARE CHECKING BACK IN

WHERE TO GO NEXT

FREE, AND NOTHING TO SIGN UP FOR

- The Lunch and Learn – a one hour session covering all ten concepts from the book. youarecapableofmore.com/lunch-and-learn
- The Boot Camp – a full day, or two half days, with a written plan by the end of it. youarecapableofmore.com/boot-camp
- The 10-Week Program – one concept a week, the version that changes how a team operates. youarecapableofmore.com/10-week-program
- The Comfort Ceiling Assessment – twenty five questions, scored, showing where comfort is running the decisions. youarecapableofmore.com/comfort-ceiling-assessment

COACHING A SPORTS TEAM INSTEAD?

There is a version of this written for athletes and coaches, with the same six modules framed around competition, training, and the last two minutes of a close game. Find it at youarecapableofmore.com/start/team-playbook

The highest level of success is helping others become more.