

## Toolkit - Resources for trainers

# Working Team

### Objectives and how to use it

Working team (Working Group) are created in order to develop a concept of solutions and recommendations for complex issues. Usually the team / working group works based on the results of a previously diagnosed problem / needs.

The working team may be created ad hoc (for the needs of one process) or permanent. Depending on the needs, even several working groups dealing with specific issues can be created in one process.

### Description

The participants of the working team (the working group) are representatives of various stakeholders (depend on the topic): management and employees of the organization, experts, local authorities, associated and non-affiliated groups of residents, etc. Usually it is a group of about 10-30 people.

The working team works in several meetings and develops solutions to specific problems, documents or recommendations.

The working time of the working team depends on the needs: the duration of the process, the frequency of meetings.

The working team is managed by a moderator.

The advantages of using this technique of work are:

- possibility of in-depth reflection on solutions;
- the opportunity to exchange knowledge and opinions of representatives of various stakeholder groups;
- works well in developing specific concepts / solutions regarding space development
- it is a good opportunity to raise the competences of non-members and representatives of the social side in difficult issues.



## Resources / Material required

The working team are a tool that needs to be adapted to the context in which it is used and the stage of the process and the issues for which it is used.

### The stages of creating the working team:

- Recruitment of team members
- Defining goals of work, division of tasks
- Discussion of problems, cyclical work summing up and assigning new tasks
- Formulating proposed solutions
- Verification of the feasibility of implementation
- Adoption of recommendations, documents, solutions
- Communicate solutions to decision-makers (e.g. organization management / local authorities) and the public

