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**Workplace Transformation Program**

INVITATION to create a Team charter

**VERSION 1**

**Date:** FEBRUARY 2023

Invitation to create a team charter – Workplace Transformation Program

***To be removed before sending***

**Objective:** provide people managers with model to invite their teams to create a Team Charter

**Target audience for this document:** people managers

**Audience to reach with invitation herein:**  employees impacted by the new workplace

**When to send that invitation**: after the Management Team creates its own Charter (if applicable)

**Who should send the invitation**: Executive sponsor

**Expected outcome**: advancing the process of drafting a Team Charter

The **French version** of this document is available here : [FR version](https://wiki.gccollab.ca/images/3/30/WTP_-_Invitation_for_managers_to_create_team_charter_FR.docx)

Template email to be sent to people managers

**TO:** All people managers

**FROM:** [EXECUTIVE SPONSOR]

**SUBJECT:** Invitation to create a Team Charter

**PLATFORM: [MS Outlook]**

Good afternoon,

With our Workplace Transformation Project well under way, we must now look at creating Team Charters that will guide you and your team in working in this new environment. Team charters can be an important tool for you as a people manager to ensure you align each team members expectations and preferences to the team’s mandate and goals.

Team charters are meant to be a list of principles and team norms that team members establish together and agree to follow. We also suggest every employee completes a *User guide to me* prior to the Team Charter workshop in order to go through a self-reflection exercise. We have created templates for both – see attached.

Follow the steps outlined below to complete this exercise with your team. Team charters need to be completed by [INSERT DATE]

**Steps for the creation of an inclusive team charter:**

Send the email below to your employees with the accompanying templates.

Send an Outlook invitation for your Team Charter creation workshop: plan sufficient time (recommended 1-2 hours depending on size of team, etc.)

During the Team Charter creation workshop, ensure that everyone has a voice and work towards building consensus for what works best for the team.

If a Team Charter has been produced by the directorate, branch, region, etc., the development of your team charter should align with the content of that charter. It is important to remember that Team Charters are influenced by our organizational vision and community norms and therefore should not be in opposition.

Determine a frequency to review the charter. Ensure to refer back to it regularly and encourage team members to follow it.

Should you have any questions related to this activity, please contact [EMAIL].

[EXECUTIVE SPONSOR SIGNATURE]

Template email to be sent to employees

**TO:** All employees

**FROM:** People Manager

**SUBJECT:** Invitation to create our Team Charter

**PLATFORM: [MS Outlook]**

[DO NOT FORGET TO INCLUDE THE TEAM CHARTER AND USER GUIDE TO ME TEMPLATES]

As a next step in our Workplace Transformation Project, we will be completing a Team Charter together. A Team Charter is a place for all members of the team to agree on key details of when and how we will work together. It’s an opportunity to discuss many areas that can impact how the team operates including expected workplace behaviours, inclusion, well-being and accessibility.

In order to ensure our Team Charter is truly reflective of our team, it is essential that all team members contribute; this is an opportunity for each of you to have a say in how the team works. IF APPLICABLE: Our [sector, branch or division] already created a Team Charter. I invite you to have a look at it before our own workshop. The Team Charter we will develop, will be greatly influenced by our [sector, branch or division] Team Charter and our organizational vision.]

I will be sending you shortly an Outlook invitation to participate in a Team Charter creation workshop. To get ready for our workshop, I ask you to openly reflect on the way you are working, the way the team works together and the business functions of our team. To do this, please complete the User guide to me in the attached template prior to the workshop. During the workshop, I will ask everyone to share the content of their respective User guide to me with the other team members. You can also start reflecting and prepare some notes for the Team Charter: you can see the template in the attached document as well.

Should you have any questions related to this activity, please don’t hesitate to contact me. You can also share your perspectives one-on-one with me prior to the workshop, via meeting or in writing.

[PEOPLE MANAGER SIGNATURE]