DIGITAL LEADER PROGRAM

FREE TEMPLATE
CULTURE WORKSHOP PLAN

Run your own culture workshop in three sessions

A workshop plan for teams that want to describe how they work together and agree on a few things that change daily work. Built around the Culture Design Canvas by Gustavo Razzetti, for on site, hybrid or remote.

FORMAT
3 sessions of 3 hours or one day

GROUP
One team, up to about 50

TOOLS
Canvas and a whiteboard

RESULT
A few agreements with owners

The three sessions

Every block follows the same arc: the picture you want first, then an honest look at today, then a few principles in your own words.

01 Strategy

Purpose · Values · Priorities · Behaviours

- Why do we do this, and where does it show?
- Which three values matter most to us?
- Which priorities follow from them?
- Which behaviours do we support or counter?

02 Communication

Psychological safety · Rituals · Norms

- What helps everyone speak openly?
- Which mistakes do we want, which not?
- How do we celebrate our team and work?
- Which norms guide us without limiting autonomy?

03 Rules

Decision-making · Feedback · Meetings

- Who decides what, and how?
- How do we help each other get better?
- Which meetings do we need, and how?
- What do we stop doing?

How every session runs

TIME	BLOCK	WHAT HAPPENS
0:00	**Check-in**	A short warm-up question everyone answers. Remote: cameras on, one sentence each, strict timebox.
0:15	**Introduce the blocks**	Show the canvas blocks of this session and the arc: picture we want, today, principles.
0:25	**Small groups**	Each group works on one block on its own board. In bigger groups as a world café with changing tables.
1:05	**Share and discuss**	Groups present, the others add and challenge. The facilitator collects open questions.
1:35	Break	15 minutes
1:50	**Choose**	Less is more: vote on the few points that would change daily work most.
2:20	**Next steps**	Turn each chosen point into one step with an owner and a date.
2:50	**Check-out**	What do I take with me? Then close on time.

Before the workshop

- [ ] **Download the canvas** for free at fearlessculture.design/canvas, as PDF or Mural template.
- [ ] **Decide the direction:** top-down with leadership first, or bottom-up with the whole team.
- [ ] **Prepare one board per group,** with the blocks of the session and space for "today" and "where we want to be".
- [ ] **Agree who facilitates and who keeps time,** and test the boards and breakout rooms once before a remote session.

After the workshop

- [ ] **Put the agreements on one page,** with owners and dates, and share it with everyone who took part.
- [ ] **Put the next steps into existing meetings,** not into a separate culture project.
- [ ] **Leaders go first:** they model the behaviours the team agreed on.
- [ ] **Revisit the canvas** every few months: what has changed, what needs adjusting?

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Want someone to facilitate it with you?

We run culture design workshops and offsites for teams of up to about 50 people, remote or on site, in English or German. In a 30-minute call we talk about your team and the right scope. Free and without obligation.
digital-leader-program.com/services/workshops/culture-design

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