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## **Short description of all measures**

Subsequently, all measures of the guideline are shortly described. The description is carried out continuously from left to right. Exemplary some measures are documented with its complete measure-map.

### **Listing of all measures – Network level**

#### **Promotion of new partners:**

In order to improve communication and networking options in a network, as many partners as possible must participate for example in a common communication software. In joint meetings or events this needs to be promoted.

#### **Advertisement on the corporal website:**

In order to improve communication and networking options in a network, as many partners as possible must participate for example in a common communication software. This can be promoted on the corporal website.

#### **Role model through own use:**

Go ahead as a model and show the workforce how to use new tools.

#### **Technical support:**

Offer your partner help for the introduction of new systems. Thus the changeover may work out smoothly, so that both can quickly benefit from the advantages.

#### **Standardised installation:**

Use tools, which are easy to install and standardised.

#### **Easy integration and compatibility:**

In order to enable a wide use, pay attention when selecting new communication tools on easy integration and compatibility with existing systems.

#### **Partnerships with Companies:**

Partnerships with companies serve to generate knowledge from a network.

## Collaboration with Universities:

Step	Collaboration with Universities <sup>72, 73</sup>				
Term of Strategy	Knowledge acquisition <sup>3</sup>				
Requirement to accomplish	Set up a network of Knowledge				
Topic	Information & Communication				
Reach of efficacy	Network	Enterprise	Department	Individual person	
				General	Teamwork
	x				
Result / Goal	Partnerships with universities can serve to generate knowledge of a network.				
Requirement	<ul style="list-style-type: none"> <li>• Thematic overlaps between companies and universities               <ul style="list-style-type: none"> <li>• Willingness to cooperative collaboration</li> <li>• Financial resources</li> </ul> </li> </ul>				
Description	Companies entering financial and content related partnerships with universities. While companies benefit through improved innovation, access to life-related issues is worthwhile for universities.				
To regard	<ul style="list-style-type: none"> <li>• Establish a stable culture of cooperation (trust, regular exchange, ...)</li> <li>• Different targets: companies → economic success; Universities → scientific success</li> </ul>				
Duration	<ul style="list-style-type: none"> <li>• Project wise, but can be extended</li> </ul>				
Evaluation	Advantages <ul style="list-style-type: none"> <li>• Shorter innovation cycles               <ul style="list-style-type: none"> <li>• Public interest</li> <li>• Global Alliances</li> </ul> </li> <li>• Simple Talent recruitment</li> </ul>			Disadvantages <ul style="list-style-type: none"> <li>• Costly</li> <li>• Only for bigger companies suitable</li> </ul>	
Further arrangements	Network	Enterprise	Department	Individual person	
				General	Teamwork
	<ul style="list-style-type: none"> <li>• Partnerships with enterprises               <ul style="list-style-type: none"> <li>• Open Space<sup>19</sup></li> <li>• Crowdsourcing<sup>20</sup></li> </ul> </li> <li>• Message boards, Blogs, Chat               <ul style="list-style-type: none"> <li>• Wikis</li> <li>• Extranet<sup>21</sup></li> </ul> </li> </ul>	-	<ul style="list-style-type: none"> <li>• Corporate academies</li> <li>• Mentoring</li> <li>• Experience reports and minutes</li> <li>• Lessons Learned<sup>42</sup></li> <li>• Value stream analysis<sup>43</sup></li> <li>• Key figures</li> </ul>	<ul style="list-style-type: none"> <li>• Save passwords<sup>48</sup></li> <li>• Encrypted E-Mails<sup>48</sup> <ul style="list-style-type: none"> <li>• Antivirus<sup>48</sup></li> </ul> </li> <li>• Block able mobile devices<sup>48</sup></li> <li>• Reliable (second-) Accounts in social or business networks</li> </ul>	-

### Open Space<sup>19</sup>:

Open Space is a large group method that combines experience and skills for target problem solving.

### Crowdsourcing<sup>20</sup>:

Uses the available knowledge of customers to generate innovative ideas and reduces the risk of flops at the same time.

### Message board, blogs, and chat:

Technical ways through which dialogues on the network and can be stored and shared.

### Wikis:

These are platforms of knowledge, which can be configured and extended dynamically. All participants of the network may be active and creative.

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**Extranet<sup>21</sup>:**

Connecting different networks through the Internet. Online communication is possible only for participants in the network.

**Freedcamp<sup>22</sup>:**

Software example for cloud-based project management.

**Basecamp<sup>23</sup>:**

Software example for cloud-based project management.

**Use open source software:**

Tools can be integrated in all companies in the network and share them at no cost.

**Standardized hardware and software:**

Reducing error-prone interfaces. Data can be transferred more easily between networks.

**Unified communications platforms:**

Simple and barrier-free communication within the network. Simplifies networking (technically and personally).

**Compatible devices:**

Reduction of error potential and establishment costs. Connection and communication of the device are improved.

**Use of standards:**

Use of standards, facilitates the networking and reduces the potential for error.

**Circular letter<sup>6</sup>:**

Regular newsletters inform about changes and can provide impulses to think about.

**Bulletin board<sup>6</sup>:**

Regular posts can inform about changes and can provide impulses to think about.

**Company paper<sup>6</sup>:**

Regular publications of a company newspaper can inform about changes and can provide impulses to think about.

**Workshops<sup>6</sup>:**

Workshops offer room to work intensively on problems and precipitate changes.

**Change Controlling<sup>6</sup>:**

Consistent monitoring of change processes ensures its implementation.

**Project work<sup>6</sup>:**

To organize cooperation in projects is an example of open collaboration.

### Training<sup>6</sup>:

Training represents an opportunity to introduce changes and to initiate changes in behaviour.

### Consensus oriented voting<sup>24</sup>:

Voting method that leads to the selection of an alternative with the greatest approval in the team.

### Decision matrix<sup>25</sup>:

This is a method that contributes to make decisions based on weighted criteria.

### Crowd Wise<sup>26</sup>:

Step	Crowd Wise <sup>26</sup>				
Term of Strategy	Group decisions				
Requirement to accomplish	Trust the collective intelligence of teams				
Topic	Values				
Reach of efficacy	Network	Enterprise	Department	Individual person	
				General	Teamwork
	x				
Result / Goal	Crowd Wise is a method that aims at ensuring that decisions are taken in the broadest possible consensus and thereby achieve high acceptance.				
Requirement	<ul style="list-style-type: none"> <li>Since the method is feasible online, only minor costs emerge.</li> </ul>				
Description	<ol style="list-style-type: none"> <li>After an introduced question, participants will develop a variety of solutions.</li> <li>Subsequently, a consensus vote is carried out, where each participant is assigned to bring the options in his personally preferred order. Each alternative will be assigned points (e.g. In 3 alternatives No. 1 receives three points, 2nd place two points and 3rd place one point). All results are summed up and then formed to get a total order.</li> <li>A new round of discussions follows this.</li> <li>Thereafter, again a consensus vote is performed. The final order of the options is the work result.</li> </ol>				
To regard	<ul style="list-style-type: none"> <li>The method is suitable for groups of up to 1,500 participants.</li> <li>Not suitable for either / or questions</li> </ul>				
Duration	<ul style="list-style-type: none"> <li>Usually 2 to 3 hours</li> </ul>				
Evaluation	Advantages			Disadvantages	
	<ul style="list-style-type: none"> <li>Develop joint positions without polarization</li> <li>Productive Work results, because it motivates to exchange                             <ul style="list-style-type: none"> <li>High acceptance of the decision</li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>Not all participants are satisfied with the decision</li> </ul>	
Further arrangements	Network	Enterprise	Department	Individual person	
				General	Teamwork
	-	-	-	-	-

### Design Thinking<sup>27</sup>:

Design Thinking is a method for the generation of innovative ideas in all areas of a network through the formation of multidisciplinary teams.

### World Café<sup>28</sup>:

Open Space is a large group communication method that is used to share experiences, ideas and insights.

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**Bar Camp<sup>29</sup>:**

Bar camp is a multi-day large group method that is used to share experiences, ideas and insights. The participants will draw up content.

**FedExDay<sup>30</sup>:**

Participants from different areas form groups and work out solutions within 24 hours to self-imposed tasks. At the end, the results must be presented.

Listing of all measures – Corporation level

**Reward participation:**

Through the creation of incentives (not necessarily financially / materially) increase the willingness to participate.

**Precede self as a model:**

Go ahead as a model and show the workforce how to use new tools.

**Provide many points of contact:**

Identify opportunities and prospects of new measures, relating to each employee individually.

**Microsoft Share Point<sup>31</sup>:**

Example for a cloud based software to work together and share data.

**IBM Sametime<sup>32</sup>:**

Example for an instant messaging and conference software to work location-independent in a team.

**Chatter<sup>34</sup>:**

Example for a cloud based software, which provides a social network for the daily routine of a company.

**Job-Sharing<sup>35</sup>:**

Systematically sharing a workplace between employees.

**Part-time<sup>36</sup>:**

The weekly hours of work are less than in a full-time work contract.

**Flexitime<sup>37</sup>:**

In this work model the employees appoint their working time freely between given parameters.

**Co-working Spaces<sup>38</sup>:**

Merging of smaller companies, Start-Ups or freelancers to work together in facilities, where they can profit from each other.

### Home Office:

In this work model the work is done in the facilities of the employee.

### Telework<sup>39</sup>:

In this work model the work can be done independent from place, time and special technical instruments.

### Analyse the need for diversity:

Goal is the analysis for the need of diversity of place and amount in the company.

### Divers selection of personnel<sup>40, 74</sup>:

Step	Divers selection of personnel <sup>74</sup>				
Term of Strategy	Promote diversity				
Requirement to accomplish	Competent dealing with diversity				
Topic	Work organisation				
Reach of efficacy	Network	Enterprise	Department	Individual person	
				General	Teamwork
		x			
Result / Goal	Introduction of diversity management to benefit from its advantages.				
Requirement	<ul style="list-style-type: none"> <li>• Openness of the employees</li> <li>• Willingness for changes</li> </ul>				
Description	Personnel selection can mainly be taken in companies to a diverse composition of the workforce. With diversity management this effort is systematically persecuted. This results in numerous benefits for companies.				
To regard	<ul style="list-style-type: none"> <li>• People tend to pay attention to common similarities in personnel selection.</li> <li>• Communication barriers.</li> </ul>				
Duration	<ul style="list-style-type: none"> <li>• Long-term</li> </ul>				
Evaluation	Advantages		Disadvantages		
	<ul style="list-style-type: none"> <li>• Easy internationalization</li> <li>• Positive corporate perception</li> <li>• Increased capacity for innovation</li> <li>• Increased productivity</li> </ul>		<ul style="list-style-type: none"> <li>• Under certain circumstances, high costs</li> <li>• Conflict potential by cultural differences</li> </ul>		
Further arrangements	Network	Enterprise	Department	Individual person	
				General	Teamwork
	<ul style="list-style-type: none"> <li>• Use Open Source Software</li> <li>• Standardized hardware and software</li> <li>• Unified communications platforms</li> <li>• Compatible Devices</li> <li>• Compatible Software</li> <li>• Use of standards <ul style="list-style-type: none"> <li>• Circular<sup>6</sup></li> <li>• Bulletin board<sup>6</sup></li> <li>• Company paper<sup>6</sup> <ul style="list-style-type: none"> <li>• Workshops<sup>6</sup></li> </ul> </li> <li>• Change Controlling<sup>6</sup> <ul style="list-style-type: none"> <li>• Project work<sup>6</sup></li> </ul> </li> <li>• Training<sup>6</sup></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Job-sharing<sup>35</sup></li> <li>• Part-time<sup>36</sup></li> <li>• Flexitime<sup>37</sup></li> <li>• Co-working Spaces<sup>38</sup></li> <li>• Home office</li> <li>• Telework<sup>39</sup></li> <li>• External support from consultant</li> </ul>	<ul style="list-style-type: none"> <li>• Appraisal interview</li> <li>• Team Building</li> <li>• Bring in external consultants</li> <li>• Suggestion for overcoming language barriers<sup>14</sup></li> <li>• Training<sup>14</sup></li> <li>• Project work</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Academies</li> <li>• Visit abroad</li> <li>• Contacts with foreign colleagues</li> <li>• Communication with experts</li> <li>• Textbooks</li> </ul>	<ul style="list-style-type: none"> <li>• Core members, operative und network members</li> <li>• Mood barometer<sup>51</sup></li> <li>• Scale<sup>51</sup></li> <li>• Questionnaire<sup>51</sup></li> <li>• Team Building Workshops</li> <li>• Team strategy convention</li> <li>• Closed convention</li> </ul>

### External support from consultants:

To establish diversity in a company is complex. Professional consultants can be supportive here.

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**Involve employees at all levels of the hierarchy <sup>41</sup>:**

In order to create greatest acceptance for the development of the code of ethics, all hierarchy levels should be included in the selection of criteria.

**Elaborate long-term objectives<sup>41</sup>:**

The code of ethics should include basic and long-term objectives, as well as valid manners.

**Notice: brochures, intranet, meetings ...**

In order to implement and comply with the code of ethics, the content must be known to all employees. Therefore the content can be distributed through leaflets, meetings and the intranet.

**Measure success: employee surveys<sup>41</sup>:**

The implementation of these measures must be checked and reflected regularly. Key figures or employee surveys can help.

Listing of all measures – Department level

**Regular meetings:**

Joint meetings increase the exchange and connect employees.

**Clearly define responsibilities:**

With clearly defined responsibilities, experts can be located and contacted quickly.

**Appraisal interviews:**

Appraisal interviews offer a good opportunity for regular exchange between the employee and his supervisor.

**Ensure confidentiality:**

An open exchange takes place in an atmosphere of mutual trust.

**Enable informal communication:**

Areas for casual conversations encourage the exchange between employees (e.g. tea kitchen).

**Corporate academies:**

This is a way to improve the skills of employees purposeful through intern or extern experts of the company.

**Knowledge map:**

A knowledge map can identify objects or experts of a department. This can support employees to find the right counterpart for their concern (extensive example in the text).

**Mentoring:**

Creating partnerships between experienced and unexperienced employees.

**Experience reports and minutes:**

Systematically collecting and filing past experiences.

**Lessons Learned<sup>42</sup>:**

This method helps to collect and elaborate past experiences.

**Presence of required work equipment:**

Efficient work requires the right coordination of work equipment.

**Regular inspection:**

One aspect of current work equipment is the safety, in which case regular inspections can help.

**Regular maintenance:**

One aspect of current work equipment is the safety, in which case regular maintenances can help.

**Regular cleaning:**

One aspect of current work equipment is the safety, in which case regular cleaning can help.

**Satisfy statutory provisions:**

One aspect of current work equipment is the ergonomics. It needs to satisfy statutory provisions.

**Team Building:**

These events consist of shared experiences and lead with help of instruction to team spirit.

**Call in extern Consulters:**

Diversity management is complex and can lead to problems in daily routine. Experts can provide valuable support.

**Suggestions scheme to overcome language barriers<sup>14</sup>:**

Often language barriers lead to unexpressed ideas. The introduction of drop-in-centers for ideas (e.g. anonymous ideas post box) can help to overcome these barriers.

**Trainings<sup>14</sup>:**

Special skills need to be encouraged. Therefore trainings can be a suitable method.

**Profit-sharing<sup>15</sup>:**

Employees demand more and more sharing possibilities. One possibility is sharing project success with the employees.

**Delegate tasks<sup>15</sup>:**

To enable participation of employees, the leaders need to hand on responsibility.

**Empowerment<sup>15</sup>:**

Employees get scope to decide independently.



## Surveys<sup>15</sup>:

Method lets employees contribute to decisions.

### Value stream analysis:

<b>Step</b>	<b>Value stream analysis<sup>43</sup></b>				
<b>Term of Strategy</b>	<b>Design the processes visible</b>				
<b>Requirement to accomplish</b>	<b>Visibility and transparency</b>				
<b>Topic</b>	<b>Values</b>				
<b>Reach of efficacy</b>	<b>Network</b>	<b>Enterprise</b>	<b>Department</b>	<b>Individual person</b>	
				<b>General</b>	<b>Teamwork</b>
			<b>x</b>		
<b>Result / Goal</b>	Systematic modelling of processes to reveal waste and potential for improvement.				
<b>Requirement</b>	<ul style="list-style-type: none"> <li>• Basic knowledge for the use of the method.</li> </ul>				
<b>Description</b>	The value steam method can present the actual condition of a process. Single process steps are modelled and filled with tangible figures. A compulsory symbolic helps to form a clear depiction and linkage of sub steps. This reveals waste sections and potential for improvement.				
<b>To regard</b>	<ul style="list-style-type: none"> <li>• Exact inquiry of figures and data.</li> </ul>				
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Depending on the size of the system</li> </ul>				
<b>Evaluation</b>	<b>Advantages</b> <ul style="list-style-type: none"> <li>• Easy depiction of complex processes</li> <li>• Holistic consideration possible</li> <li>• Identifying specific figures</li> </ul>			<b>Disadvantages</b> <ul style="list-style-type: none"> <li>• Actual figures difficult to identify</li> <li>• Only suitable for producing companies</li> <li>• Minor level of detail</li> </ul>	

Further arrangements	Network	Enterprise	Department	Individual person	
				General	Teamwork
	<ul style="list-style-type: none"> <li>Partnerships with companies</li> <li>Collaboration with Universities<sup>72, 73</sup> <ul style="list-style-type: none"> <li>Open Space<sup>19</sup></li> <li>Crowdsourcing<sup>20</sup></li> </ul> </li> <li>Message boards, blogs, chat <ul style="list-style-type: none"> <li>Wikis</li> <li>Extranet<sup>21</sup></li> </ul> </li> </ul>	-	<ul style="list-style-type: none"> <li>Enterprise academies</li> <li>Mentoring</li> <li>Experience reports und minutes</li> <li>Lessons Learned<sup>42</sup></li> <li>Key figures</li> </ul>	<ul style="list-style-type: none"> <li>Save passwords<sup>48</sup></li> <li>Encrypted E-Mails<sup>48</sup></li> <li>Virenschutz<sup>48</sup> <ul style="list-style-type: none"> <li>Block able mobile devices<sup>48</sup></li> </ul> </li> <li>Reliable (second-) accounts in social or business networks</li> </ul>	-

### Key figures:

This method designs the success and the compliance of work processes transparent.

### Project work:

Working systematically on projects enables employees the individual combination of task packages, which are distributed depending on individual skills.

Listing of all measures – individual person level (general)

### SMART<sup>45</sup>:

This method helps to get correct formulated goals (see as well method card in segment teamwork).

### Getting Things Done<sup>33, 44</sup>:

Step	Getting Things Done <sup>33, 44</sup>				
Term of Strategy	Set goals				
Requirement to accomplish	Reasonable time management				
Topic	Work organisation				
Reach of efficacy	Network	Enterprise	Department	Individual person	
				General	Teamwork
				x	
Result / Goal	Reasonable self-organisation for upcoming tasks.				
Requirement	<ul style="list-style-type: none"> <li>Basic knowledge for the use of the method.</li> </ul>				
Description	GTD is a method for self-organisation. It follows three principals: <ol style="list-style-type: none"> <li>Eliminate all tasks in your head.</li> <li>Develop the following Step and its results at a time.</li> <li>Keep the list of outstanding tasks up to date.</li> </ol>				
To regard	<ul style="list-style-type: none"> <li>GTD is a complex method and works only when it's used correct.</li> </ul>				
Duration	<ul style="list-style-type: none"> <li>Daily</li> </ul>				

<b>Evaluation</b>	<b>Advantages</b> <ul style="list-style-type: none"> <li>• Things are done, not just planned</li> <li>• Suitable for all kind of tasks <ul style="list-style-type: none"> <li>• Flexible applicable</li> <li>• No costs</li> </ul> </li> </ul>		<b>Disadvantages</b> <ul style="list-style-type: none"> <li>• Correct use needs to be trained</li> <li>• GTD works only when it's frequently implemented</li> </ul>		
<b>Further arrangements</b>	<b>Network</b>	<b>Enterprise</b>	<b>Department</b>	<b>Individual person</b>	
	-	-	-	<b>General</b>	<b>Teamwork</b>
				<ul style="list-style-type: none"> <li>• SMART<sup>45</sup></li> <li>• ALPEN-method<sup>44</sup></li> <li>• ABC-Analysis<sup>44</sup></li> <li>• Checklists<sup>47</sup></li> </ul>	-

**ALPEN-method<sup>44</sup>:**

It's an easy method to consequently plan the daily schedule.

**ABC-Analysis<sup>44</sup>:**

This method divides goals in three categories, which can be organized by e.g. general meaning, criticality or urgency. Thus the goals can be prioritized.

**Checklists<sup>47</sup>:**

Checklists can be helpful to prepare meetings or arguments.

**Dynamic moderation<sup>46</sup>:**

This method depends on strong participation of the employees, but helps to design the meetings time efficient.

**Arrange rules of communication:**

Arranging the communication rules together will lead to discussion on a factual base.

**Feedback:**

Feedback can help to avoid conflicts and can improve communication skills.

**Corporate academy:**

This is a way to improve the skills of employees purposeful. Intern or extern experts of the company can create contact between the employee and the terminology.

**Visits abroad:**

The most efficient way to learn a foreign language is a visit abroad, as far as the size of the enterprise allows that.

**Contact to foreign colleges:**

The frequent correspondence with foreign partners can support developing specialised language comprehension.

### **Communication with experts:**

The contact with experts can encourage learning technical terminology.

### **Textbooks:**

A comprehension of specialist terms can be systematically created through the work with textbooks or the study of these.

### **Create individual profiles<sup>50</sup>:**

Specified and complete profile information helps to get contacted for the right projects.

### **Participation on networking events<sup>49</sup>:**

Systematically participating on networking events can evolve valuable contacts.

### **Target qualitative contacts<sup>49</sup>:**

Aim for valuable contacts.

### **Cultivate contacts<sup>49</sup>:**

Really stable contacts and relationships only arise when they are cultivated.

### **Save passwords<sup>48</sup>:**

Save passwords are essential parts to ensure data safety.

### **Encrypted E-Mails<sup>48</sup>:**

Send important information always with encryption.

### **Antivirus<sup>48</sup>:**

Personal work devices should be protected with an antivirus system to prevent attacks from the internet.

### **Block able mobile devices<sup>48</sup>:**

Lost mobile devices should be block able through the network.

### **Start with small changes:**

Changes are easier to implement in small steps. Therefore innovations should always be implemented incrementally.

### **Analyse inner motives for avoidance of changes:**

If resistance against changes accrues, it is helpful to comprehend personal motives and to ponder new.

### **Launching changes into daily routine:**

Small changes to usual behaviour in daily routines can help to train openness.

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Listing of all measures – individual person level (teamwork)

**Search other teams with similar tasks within the company<sup>17</sup>:**

This means to search systematically for teams, which had or will have similar experiences, to benefit from their knowledge.

**Establish connection to the customer<sup>17</sup>:**

It needs focus on the target group. Goal: Tailor the work / product to customer wishes and esteem the ideas and visions of the customer.

**Search for partners / teams in other industrial sectors<sup>17</sup>:**

This means to search systematically for research teams, which work on similar problems to benefit from their knowledge. In some circumstances partnerships are possible, which complement each other.

**Search for partners / teams in research institutes<sup>17</sup>:**

This means to search systematically for research teams, which work on similar problems. Research teams often have a theoretical approach instead of a practical one.

**Establish a connection to the top management<sup>17</sup>:**

Involving leaders in the developing process will maintain a permanent support.

**Advertise for support<sup>17</sup>:**

To introduce the project to customers and inside the company helps to win allies for project maintenance.

**Cultivate contact to supporters through regular reporting<sup>17</sup>:**

Cultivate contacts through regular project reports, to have documentation about the progress and the point of further support.

**To form task packages<sup>18</sup>:**

Task packages need to be designed temporary, so they can be handed to members of different affiliation levels.

**Core members, operative members and network members<sup>18</sup>:**

The introduction of different affiliation and responsibility levels enables an unproblematic change of composition.

**Mood barometer<sup>51</sup>:**

This is a non-verbal method to ascertain the mood of a team. It is good applicable when there are language barriers.

**Scale<sup>51</sup>:**

At the end of a meeting each participant reflects the positive and negative aspects of the meeting. In total this creates an opinion about the event.

### Questionnaire<sup>51</sup>:

It helps to develop an opinion to plan further steps.

### Team building workshops:

These are instructed events to form team spirit through shared experiences.

### Closed conferences:

This is an important method to form group dynamics. It will mainly help to discuss important topics without disturbance from outside. A facilitator will guide the meeting.

### Xing<sup>52</sup>:

This is a professional online platform for networking of companies and employees.

### Asana<sup>53</sup>:

This is software tool for efficient organisation and networking of teamwork.

### SMART<sup>45</sup>:

Step	SMART <sup>45</sup>				
Term of Strategy	-				
Requirement to accomplish	Precise, quantifiable goals				
Topic	Values				
Reach of efficacy	Network	Enterprise	Department	Individual person	
				General	Teamwork
					X
Result / Goal	Acquire good goals.				
Requirement	<ul style="list-style-type: none"> <li>Recondition data to work out the characteristics of the goals.</li> </ul>				
Description	The goals are considered under certain aspects. Accordingly the fitting characteristics of a goal need to be identified. According to that goals need to be specific, measurable, appropriate, realistic, terminated.				
To regard	<ul style="list-style-type: none"> <li>Completeness of the elaborated goals</li> </ul>				
Duration	<ul style="list-style-type: none"> <li>Depending on the amount of goals</li> </ul>				
Evaluation	Advantages		Disadvantages		
	<ul style="list-style-type: none"> <li>Precise formulation of the goal</li> <li>Prevention of misunderstandings</li> <li>Prevention of conflicts</li> </ul>		<ul style="list-style-type: none"> <li>Only formulation of the goal and no solution approaches</li> </ul>		
Further arrangements	Network	Enterprise	Department	Individual person	
				General	Teamwork
	-	-	-	-	-

### Project planning

This method coordinates the timely processing of a project.

### Checklist

This method helps to consider at best all aspects of goal setting.

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**Appreciative exploration<sup>54</sup>:**

This is a method to bring the strengths and successes of a team to light. This is achieved through specific questions.

**SWOT-Analysis<sup>55</sup>:**

This is a method to bring the strengths, weaknesses, opportunities and threats of a team or enterprise to light.

**Four-sides Model or Communication Square<sup>56</sup>:**

Knowledge about the four different sides of a message helps to understand the impact of communication.

**Johari-Window<sup>57</sup>:**

Knowledge about the Johari-Window helps for self-assessment.





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