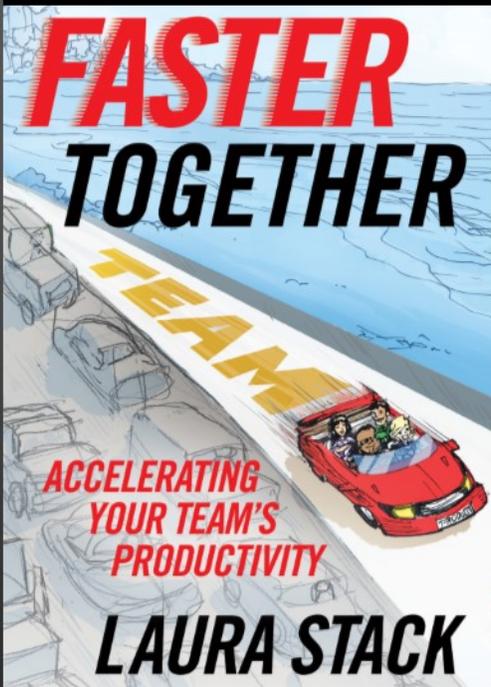


FASTER TOGETHER



CAR CHIEF
LEADER MATERIALS



**LAURA
STACK**
The Productivity Pro®

How to Use This Manual

SPECIAL INSTRUCTIONS FOR THE CAR CHIEF

Congratulations!

If you are reading this manual, you have likely been appointed by your team as your team's Car Chief (see page 5)! This page provides you with additional instructions on how to run the FASTER TOGETHER program for your team.

If you haven't already, you may purchase the optional **F-A-S-T Team Toolkit** for your team at <http://fastertogetherthebook.com/carchief/>. The kit contains a participant workbook to distribute/copy for team members; a facilitation guide for you with key points, discussion questions, and interactive activities; and the Cliffs Notes version of the *FASTER TOGETHER* book.

Directions on How to Manage the FASTER TOGETHER Program

1. [Make sure each team member has a copy of the book](#) (if they don't already).
2. Send out a one-hour meeting invitation to the team for the first meeting. In the meeting invitation, ask all team members to read:
 - The Preface
 - Introduction
 - F-A-S-T Team Model
 - The F-A-S-T Team Test and Scoring (through page 28).

No additional reading is required for the first meeting. Ask participants to bring their scores to this meeting. They can also [take the assessment online](#), and the system will email their scores to them as a PDF.

3. At the first meeting, go round robin to review the results of the F-A-S-T Team Test.
 - First, take turns sharing the score each person gave for the Grand Total and each of the Four Keys on page 25, highlighting the highest and lowest (keep track of the lowest scores on a piece of paper).
 - Then, delve deeper by comparing the Accelerator subtotals. This begins to give you a picture of which areas need the most improvement. Keep track of this as team members report out, either as a tally or by recording the actual scores and finding the average (dividing by the number of people on the team) for each.
 - Next, within the lowest Accelerators, flip back to the test and drill down into the scores for the 48 Speed Bumps. Follow the same process to rank order the Speed Bumps, starting with the lowest score.

- Last, use this information to determine how long the program will run. I recommend your team begins with the lowest-scoring Speed Bump. Schedule a one-hour meeting each week (or every other week) to cover one Speed Bump. The length of your FASTER TOGETHER program will be determined by how many Speed Bumps the team believes they need to work on. There is no set length. If one team member strongly believes a Speed Bump is weak enough to work on, even if it's not "in the list," listen to each other and jointly determine your action plan. You can start anywhere – you don't have to read the book cover to cover – it's made to jump around.

Optionally, for an additional fee, our office can complete the process outlined in #3 above for you. We'll create a special online URL for your team, tabulate the collective results, analyze our findings, and suggest an appropriate plan of attack for you. Email our office manager Nadine at Nadine@TheProductivityPro.com for more information on this option.

4. Send out meeting invitations for the remainder of the program to block your team's calendars. List in advance the Speed Bumps and pages to be covered in each meeting, so people have ample time to read. Make every effort not to miss a FASTER TOGETHER program meeting. If you've purchased the F-A-S-T Team Toolkit, each participant should react to the Case Study and complete the Discussion Questions. You will lead them through the Interactive Exercise at the meeting (they do not have these instructions).
5. At each meeting, as the Car Chief, you will facilitate the meeting, make sure each person has an opportunity to participate, and keep the conversation flowing. Lead a discussion about the reading, reactions, challenges, solutions, and action plans. If you've purchased the F-A-S-T Team Toolkit, you'll use your facilitator guide to:
 - Summarize the Speed Bump for the team using the three Key Points bullets
 - Tee up the conversation by reading aloud the three Discussion Questions (the participants have reflected on these questions in advance in their participant guides)
 - Run the three Interactive Activities:
 - Reflect on the Mayap University case study
 - Conduct the application exercise (participants do not have this text)
 - Facilitate the Team Car Activity (only you have the instructions)
6. After each meeting, distribute brief minutes about the discussion, decisions made, and implementation.

THANK YOU for taking the lead in engaging your team in the FASTER TOGETHER program! I trust you'll find it valuable to you, your team, and your organization. Please email me at Laura@TheProductivityPro.com with any questions, comments, or success stories! I'd love to hear from you.