TEAM BUILDING

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TOASTMASTERS INTERNATIONAL

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INTRODUCTION

One of the most fundamental changes in organizational environments in the last several years is the shift from a focus on individualized projects and accomplishments to team projects and successes. For many leaders today, team building is at the heart of their achievement.

In this project, you will learn to create an environment that supports team success, convey the benefits of team building, successfully collaborate with others in designing an engaging team-building event, and coordinate with others in completing the tasks necessary prior to the event. You will also manage others in developing skills to effectively introduce, facilitate, and debrief team-building activities.

YOUR ASSIGNMENT

Purpose: The purpose of this project is to practice the skills needed to build a cohesive team and host an event.

Overview: Build and work with a small team to design and host a team-building event, either in your Toastmasters club or another environment. Any non-Toastmasters event must be approved by your club's vice president education and attended by a member of your club leadership team. Before the event, deliver a 2- to 3-minute report at a club meeting to share your plans. After the event, deliver a 5- to 7-minute speech to your club. The content of the speech is up to you, but needs to be about your event, the impact of leading on you and your team, or the impact of building a team on you as a leader.

For all assignment details and requirements, review the Project Checklist on page 17.

Throughout this project you will see icons in the margins next to the text. These icons indicate additional resources available online.

Video: Sign in to Base Camp to watch a video that supports this project.

Interactive Activity: Sign in to Base Camp to complete an interactive activity.

Resource: Sign in to Base Camp to view this resource online.

ASSESS YOUR SKILLS

Evaluate your current skill level by rating each statement.

Select the appropriate number based on your skills today:

5	4	3	2	1
EXEMPLARY	EXCEL	ACCOMPLISHED	EMERGING	DEVELOPING

Pre-Project	Statement	Post-Project
5 4 3 2 1	I can clearly communicate the benefits of team building.	5 4 3 2 1
5 4 3 2 1	I can successfully collaborate with others in designing an engaging team-building event.	5 4 3 2 1
5 4 3 2 1	I am confident that I can delegate tasks to team members.	5 4 3 2 1
5 4 3 2 1	I am able to work collaboratively and encourage others to do the same.	5 4 3 2 1
5 4 3 2 1	I recognize how this project applies to my life outside of Toastmasters.	5 4 3 2 1

COMPETENCIES

The following is a list of competencies that you will learn and practice in this project.

- Create an environment that supports team success.

- Understand and communicate the benefits of working with a team.

- Strengthen relationships through collaboration.

- Successfully delegate tasks to team members.

- Design and facilitate an effective team-building event.

UNDERSTANDING TEAM LEADERSHIP

As you have progressed through your path, you have worked with at least one team to complete a project. You may have focused on delegating tasks, motivating team members, or organizing the skills required to have a successful outcome. Each of those skills is important in building a team, but alone they do not give the full scope of what is required of a successful leader.

Every team is unique and a leader must adjust to each new situation. When a leader steps into a leadership role, he may have a new team where he is able to pick and choose team members, a team with openings where he is able to fill positions with individuals of his choosing, or a team that is already established before he takes over leadership.

All of these scenarios present both benefits and challenges. The first step in leading a team is to become acquainted with the members and understand their expertise. When you are building a team, you can select members who complement each other and whose skills are unique. This is not possible when you take over a team that is already established.

The Established Team

When an individual enters into the leadership of a team that has worked together for some time, there can be greater challenges than if the leader chooses her own team.

Team Dynamic

Recognizing team dynamics is fundamental to meeting goals. Understanding how a group works together can be accomplished by tasking the team with a small assignment such as reaching a short-term goal.

Choose an Assignment

When choosing an assignment, look to create something new. If your new leadership role is in your Toastmasters club, you might ask your team to work together to select a theme for a future meeting.

Observe Interactions

Participate in the discussion, but stay removed enough to allow team members to function as they normally would without your interference. Observe the interactions and see how the team works together.

Value Individuals

As you observe your team in action, take note of each individual team member's expertise and communication style. Understanding the skills and abilities of each member will help you with delegation and recognition.

Building a New Team

One of the greatest challenges facing a leader who is choosing members for a new team is projecting how the group will work together.

Rapport

You may choose individuals for your team with whom you have the greatest rapport. Though this can work, it can create a situation in which the team is ineffective if the skills of the group are not complementary or suitable for the tasks you need to complete.

Choose Well

Regardless of your rapport, it is important to select people who work well together, complement your leadership style, are motivated to participate, and are excited about your project.

Match Skills

Consider each person's skill set before you invite him or her to join your team. You would not want to choose four innovators, and no team members who are strong at fulfilling practical details.

Build Camaraderie

The first activities you choose need to be designed to help team members learn about each other. Even if the members have known each other in a different capacity, it could be the first time the current group has worked toward a common objective.

JOINING PEERS ON A LEADERSHIP TEAM

Often team leaders must also function as team members in groups consisting of peers. Membership of a leadership team requires a different set of skills. When you are a part of a team comprised of individuals with comparable leadership skills and experience, you may need to be far more collaborative. Your responsibilities shift from leading the group to finding your place among people with a similar level of expertise.

To succeed, you need confidence in your expertise and a willingness to share it in a different way. For instance, many leaders are comfortable delegating tasks and coaching team members. On a leadership committee, the same leader who coaches a team will be in the position of learning from others and contributing without the benefit of having decision-making power.

Though the dynamics of team membership remain the same, it can be a challenge for some to shift from the role of leader to member. When you are tasked with leading such a group, or contributing a team-building activity to a meeting, you will need to consider each member's depth of experience and select an activity that is new and interesting for the group.

SET GOALS

Every successful team meeting has clearly established goals. When you plan your first meeting, your goals will dictate your activities. In the case of a team that is meeting for the first time, it might be most effective to set goals around building team members' trust and confidence.

For the new leader of an already established team, it would be effective to focus on goals that include skills sharing, understanding current team dynamics, and setting the tone for your leadership of the group.

As the member of a leadership team, your goals for team building might focus on trust and communication.

Goal setting of this type is best accomplished by focusing on your highest ideal. Define what you want for your team if the situation were perfect in every way. You might be surprised by the goals that come to mind when you think of the team-building process this way.

For example, when you built your new team, your goal may have been to organize an open house for your Toastmasters club. That task may have been your only priority at the beginning, but when you identify goals, you may discover that the open house is not the most important. The fundamental goal becomes ensuring that the group works well together. The open house then becomes a tool for accomplishing that goal.

CHOOSE YOUR ACTIVITIES

Once you have your goals set and a clear vision of what you want to accomplish with your team, the next step is to choose activities that will support them. For your first meeting, a simple activity is most likely to be successful. More complex activities can be added, but choosing a project or task that is complicated may detract from your fundamental team-building goals.

When considering activities, choose those that build rapport between team members. Even if you are working with an established team or leadership committee in which many of the members have worked together for some time, you are a new member joining the group. Using an activity that encourages understanding will create a situation in which each team member is learning about his or her colleagues in a new way.

Use the internet or check the library for descriptions of activities that are intended to break the ice in a new setting. There are many resources available to help you find a task or game that fits your goals and your environment.

MEET WITH YOUR TEAM

Invite team members to a meeting to launch your project. During this meeting, use an ice breaker activity to engage your team. The purpose of using an activity at this time is twofold. Your team members will learn about each other and the exercise will introduce the value of completing an activity of this type.

Your initial meeting must be led like any other. Plan your agenda, consider how you will use your time, and make sure you cover all of the tasks you want to complete.

During this meeting, your team may begin planning the team-building event required for this project, or you may choose to meet again on another day to give team members a chance to think about the type of event they would like to see unfold for the larger group.

EFFECTIVE TEAM-BUILDING

BRAINSTORM YOUR EVENT

Begin by discussing the goals for your event. Even if you have a clear set of goals you want to accomplish, team input from the outset of a project will facilitate support for your event.

The most important thing you can do is give each member time to share their point of view. Once you have a list of goals for your event, determine the one or two that are the most important to the group. If these goals are different than yours, add them to the list of what you would like to accomplish.

With your goals in place, begin the process of choosing activities. Depending on your timeframe and the availability of your team, you may want to set a meeting for a different date and task each person with researching an activity they believe would be an asset to the event. Whether you have time to research and schedule a second meeting or not, begin by brainstorming different activities.

Be sure to keep your primary goals in mind. There are some wonderful activities available for groups, but not all of them lend themselves to every goal. For example, scavenger hunts are fun and can facilitate team building, but they will not contribute to building public speaking skills if that is the primary goal for your event.

DETERMINE PARAMETERS

Limiting invitees to a short list of the highest ranking individuals in a group or including everyone with a stake in the success of an organization may seem like two workable solutions to the problem of choosing whom to invite. Either option can create problems. Taking the time to be thoughtful about whom you will include will help you build a highly effective event.

Team building is often reserved for those who need to act together in an organizational capacity, such as Toastmasters club leadership, but this group may be too limited for your event. You may want to build a sense of belonging among a larger group than a leadership team.

For example, you may belong to a Toastmasters club that is very well attended. A team-building event for the entire club is a great way to build member trust and integrate new members into the already established group.

Include your team in determining the number of participants. Give each member the opportunity to add to the list of who would most benefit from participating in your team-building event.

If you know you will be limited in the number of individuals you can invite by the size of your venue, be sure to invite the people who most need to attend. One of the fastest ways to undo all the work done at a team-building event is to cause one group or another to feel disenfranchised.

One of your team's most important tasks is to be as inclusive as possible without creating an event that is too unwieldy to manage. For example, District Leader Training for Toastmasters is divided over multiple days. By dividing the training and limiting the number of people in the training rooms, the learning and team building are much more effective.

CREATE YOUR PLAN

ASSESS TEAM BUILDING NEEDS

When organizing a team-building event, one of your primary objectives is to assess the needs of those attending. In some situations, you may be aware of the needs without polling participants. In the club example, because you and your team are all members of the same club, you are likely to have a clear view of what is needed and what will succeed.

When you plan an event for an organization other than Toastmasters, the needs of your participants may not be your only concern. You may also be required to consider the expectations of other stakeholders.

In some situations, you may be compelled to balance the needs and expectations of an organization with the needs and expectations of the people who will be attending your event.

Identifying needs will assist you and your team in clearly outlining a successful team-building event. Taking the time to collect input from potential attendees as well as organizational leaders will help you design an event that is successful for each group with a stake in the outcome.

Examples of possible needs include:

- Improving communication

- Building trust

- Creating a common vision

- Promoting creative problem solving

- Nurturing cooperative relationships

- Encouraging group decision making

SET CLEAR EXPECTATIONS AND DESIRED OUTCOMES

Work with your team to define your expectations. Include a discussion of the participant experience and the overall tone of your event. You will need to consider all aspects of the experience, including activities and setting.

You may choose to set up an entertaining atmosphere where the participants play games. Such an environment can be helpful for improving communication and building connections. A more structured information exchange lends itself to project planning and group decision making.

When you choose to plan your event around a specific outcome, such as defining an organizational vision, meeting that outcome will impact the design of your event. Be sure to set your expectations around the attainment of the desired outcome.

DESIGN THE ACTIVITIES

Once your expectations are clear, select and customize activities to meet your needs. You may use the Team-Building Activities resource on page 26 or you may create your own. There are many sources of excellent team activities designed to produce results. Keeping your specific goals in mind will help you choose well.

Work with your team to practice activities before the event. Taking the time to try activities with the team members who will facilitate the event will help you assess time and materials needed.

Most of us have attended an event where an activity was unsuccessful because it took too long, ended well short of the allotted time period, or required more materials than were available to reach the desired outcome.

When you choose an activity that requires lengthy discussion and contemplation by the group, be sure you have an uninterrupted stretch of time for its completion. Effective team-building events enable participants to focus on the activities with limited interruptions.

DELEGATE TASKS

Once the details of your event are decided, create a list of tasks that must be completed. Be thorough and practical. As tempting as it might be to retain tasks yourself, or delegate to a single team member you have worked with before, you must trust all of your team members to contribute to and complete any and all tasks assigned to them.

Delegate tasks and set up regular contact points—such as emails, phone calls, or in-person meetings—to keep track of tasks and offer support if it is needed. As much as possible, acknowledge people's strengths, skills, and interests when assigning tasks.

Ensure work is being completed by holding regular meetings, or by checking in with your team members on an individual basis. Stay positive and accept feedback, especially as challenges arise.

ORGANIZE RESOURCES

Budget
One of the most important resources you may need to manage is the event budget. For a small team-building event, you may have little or no budget. For a larger event, your budget might be substantial. Develop a financial blueprint to ensure you can create the experience you want for your participants.

Venue
Select a location appropriate for the scope and objectives of your event. You may need to visit many sites and get quotes for space rental. Consider space that is free of charge, such as a home, office, or other location if it can accommodate all of your needs.

Time
Estimate the time needed for each activity, including debriefing and reflection. Practicing each activity with your team will give you an excellent indicator of how much time you will need.

Materials
Ensure that you have more than enough materials to complete each planned activity. If you will be providing prizes and awards to recognize successes during your event, plan for any expenditures in your budget. If you intend to have rewards donated from a third party, be sure to assign the task of acquiring and overseeing delivery of the rewards to one of your team members.

OVER-PLAN YOUR TIME

Choose the activities you know you must complete in order to meet your goals and then add a few extra. List all activities in a hierarchy of most important to least important. By completing a list of this type, you can pace your event and make sure you complete everything you set out to accomplish.

When you set a timeframe for your event, you are responsible for organizing that time in an effective way. You don't want to plan an hour-long event and have it culminate in fifteen minutes or still be unfinished after the passing of a second hour.

By preparing more activities than you believe you can accomplish in the allotted time, you will have enough to do if activities take less time than you expected. Creating a list in a hierarchy of importance will help prepare you if some activities take longer than expected. By planning this way, you will have met your goals by the end of the event.

Preparation is the foundation of a successful event.

FACILITATE YOUR EVENT

Welcome Attendees

When you assign tasks, be sure to include the short speeches that are required to run an event. Your team's most engaging speaker might be well suited to opening the day with a short welcome speech. Members with an education or training background might be the most effective at explaining the activities. Organization is the key to successfully facilitating your event.

Introduce Activities

Begin each activity by describing the procedure. You may want to introduce the goal of each activity or wait until the end to share the purpose depending on necessity and time frame. Explain the criteria you have for determining participant success.

Set the Pace

Set time limits to provide a guide for the expected pace. You can adjust the time if it appears most groups will finish ahead of schedule or add more if it is apparent most of the groups will not complete the tasks in the allotted time. Set guidelines for asking questions and providing assistance.

Facilitate Activities

Each facilitator is responsible for creating a safe, comfortable group environment. Instruct your team to circle the room—observing different groups—but avoiding engagement unless they are asked to answer a question of further explain a process.

Debrief and Reflect

Allow enough time between each activity for discussion. Your activities will be more meaningful if you give participants an opportunity to talk about their experience when their memories are fresh. Close your event with a review of your goals. If time permits, invite participants to share what they learned from the experience.

Lessons Learned

Set a final meeting with your team to review the success and challenges of your event. You may choose to complete the "Lessons Learned" elective project to help you organize a meaningful meeting.

REVIEW AND APPLY

Before you complete the assignment, take a moment to read through the questions you see here. If you are not able to answer them comfortably, review the project.

- What steps can you take to create a cohesive team?

- List some effective strategies for selecting members of a new team.

- What steps can you take to build rapport with an already established team?

- How can team-building activities benefit an organization?

COMPLETE YOUR ASSIGNMENT

Now that you have read through the project, plan and prepare your speech or report.

Review: Return to page 3 to review your assignment.

Organize: Use the Project Checklist on page 17 to review the steps and add your own. This will help you organize and prepare your assignment.

Schedule: Work with the vice president education to schedule your speech.

Prepare: Prepare for your evaluation. Review the evaluation resources on pages 20–25 and share all resources with your evaluator before your speech. You may choose to share your evaluation resources online.

PROJECT CHECKLIST
Team Building

Purpose: The purpose of this project is to practice the skills needed to build a cohesive team and host an event.

Overview: Build and work with a small team to design and host a team-building event, either in your Toastmasters club or another environment. Any non-Toastmasters event must be approved by your club's vice president education and attended by a member of your club leadership team. Before the event, deliver a 2- to 3-minute report at a club meeting to share your plans. After the event, deliver a 5- to 7-minute speech to your club. The content of the speech is up to you, but needs to be about your event, the impact of leading on you and your team, or the impact of building a team on you as a leader.

This project includes:

- Working with a small team to design and host a team-building event
- The Team-Building Activities resource
- The Team-Building Event Evaluation resource
- A 2- to 3-minute report
- A 5- to 7-minute speech

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

☐ Meet with the vice president education to review your project. The vice president education must approve a non-Toastmasters event.

_____

_____

☐ Organize a team to help you with your team-building event.

_____

_____

☐ With the help of your team, design a team-building event.

_____

_____

☐ Schedule your report with the vice president education.

_____

☐ Write your report.

☐ Rehearse your report.

☐ Deliver your report at a club meeting.

☐ Schedule your event. If you plan to host a club event, then you must meet with your club leaders to schedule. If you plan to host a non-Toastmasters event, remember to invite a member of your club leadership.

☐ Facilitate your team-building event.

☐ Distribute the Team-Building Event Evaluation resource at the end of your event to collect feedback from attendees.

☐ Schedule your final speech with the vice president education.

_____

_____

☐ Write your final speech.

_____

_____

☐ Rehearse your final speech.

_____

_____

☐ After you have completed all components of the assignment, including your speeches, return to page 4 to rate your skills in the post-project section.

_____

_____

Additional Notes

_____

_____

_____

_____

_____

_____

_____

_____

Member Name _____   Date _____

Evaluator _____   **Speech Length:** 2 – 3 minutes

Speech Title

Purpose Statements

- The purpose of this project is for the member to practice the skills needed to build a cohesive team and host an event.
- The purpose of this **first speech** is for the member to introduce the team-building event he or she plans to host.

Notes for the Evaluator

The member completing this project has spent a significant amount of time building a team and developing a team-building event.

About this speech:

- The member will deliver a well-organized speech.
- The speech should be about the member's plans for a team-building event.
- The speech can be humorous, informational or any style the member chooses.
- The speech should not be a report on the content of the "Team Building" project.

General Comments

You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

Clarity: Spoken language is clear and is easily understood

5	4	3	2	1	Comment:

Vocal Variety: Uses tone, speed, and volume as tools

5	4	3	2	1	Comment:

Eye Contact: Effectively uses eye contact to engage audience

5	4	3	2	1	Comment:

Gestures: Uses physical gestures effectively

5	4	3	2	1	Comment:

Audience Awareness: Demonstrates awareness of audience engagement and needs

5	4	3	2	1	Comment:

Comfort Level: Appears comfortable with the audience

5	4	3	2	1	Comment:

Interest: Engages audience with interesting, well-constructed content

5	4	3	2	1	Comment:

EVALUATION CRITERIA
Team Building—First Speech

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

5 – Is an exemplary public speaker who is always understood

4 – Excels at communicating using the spoken word

3 – Spoken language is clear and is easily understood

2 – Spoken language is somewhat unclear or challenging to understand

1 – Spoken language is unclear or not easily understood

Vocal Variety

5 – Uses the tools of tone, speed, and volume to perfection

4 – Excels at using tone, speed, and volume as tools

3 – Uses tone, speed, and volume as tools

2 – Use of tone, speed, and volume requires further practice

1 – Ineffective use of tone, speed, and volume

Eye Contact

5 – Uses eye contact to convey emotion and elicit response

4 – Uses eye contact to gauge audience reaction and response

3 – Effectively uses eye contact to engage audience

2 – Eye contact with audience needs improvement

1 – Makes little or no eye contact with audience

Gestures

5 – Fully integrates physical gestures with content to deliver an exemplary speech

4 – Uses physical gestures as a tool to enhance speech

3 – Uses physical gestures effectively

2 – Uses somewhat distracting or limited gestures

1 – Uses very distracting gestures or no gestures

Audience Awareness

5 – Engages audience completely and anticipates audience needs

4 – Is fully aware of audience engagement/needs and responds effectively

3 – Demonstrates awareness of audience engagement and needs

2 – Audience engagement or awareness of audience requires further practice

1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

5 – Appears completely self-assured with the audience

4 – Appears fully at ease with the audience

3 – Appears comfortable with the audience

2 – Appears uncomfortable with the audience

1 – Appears highly uncomfortable with the audience

Interest

5 – Fully engages audience with exemplary, well-constructed content

4 – Engages audience with highly compelling, well-constructed content

3 – Engages audience with interesting, well-constructed content

2 – Content is interesting but not well-constructed or is well-constructed but not interesting

1 – Content is neither interesting nor well-constructed

EVALUATION FORM
Team Building—Second Speech

Member Name _____   **Date** _____

Evaluator _____   **Speech Length:** 5 – 7 minutes

Speech Title

Purpose Statements
- The purpose of this project is for the member to practice the skills needed to build a cohesive team and host an event.
- The purpose of this **second speech** is for the member to share some aspect of his or her experience building a team and leading a team-building event.

Notes for the Evaluator
The member completing this project has spent a significant amount of time building a team, and developing and hosting a team-building event.

About this speech:
- The member will deliver a well-organized speech.
- The content of the speech should reflect some aspect of the member's experience building or leading a team or the event.
- The speech can be humorous, informational or any style the member chooses.
- The speech should not be a report on the content of the "Team Building" project.

General Comments
You excelled at:

You may want to work on:

To challenge yourself:

For the evaluator: In addition to your verbal evaluation, please complete this form.

5	4	3	2	1
EXEMPLARY	EXCELS	ACCOMPLISHED	EMERGING	DEVELOPING

Clarity: Spoken language is clear and is easily understood

5	4	3	2	1

Comment:

Vocal Variety: Uses tone, speed, and volume as tools

5	4	3	2	1

Comment:

Eye Contact: Effectively uses eye contact to engage audience

5	4	3	2	1

Comment:

Gestures: Uses physical gestures effectively

5	4	3	2	1

Comment:

Audience Awareness: Demonstrates awareness of audience engagement and needs

5	4	3	2	1

Comment:

Comfort Level: Appears comfortable with the audience

5	4	3	2	1

Comment:

Interest: Engages audience with interesting, well-constructed content

5	4	3	2	1

Comment:

Topic: Shares some aspect of experience building a team and/or hosting a team-building event

5	4	3	2	1

Comment:

This criteria lists the specific goals and expectations for the speech. Please review each level to help you complete the evaluation.

Clarity

5 – Is an exemplary public speaker who is always understood

4 – Excels at communicating using the spoken word

3 – Spoken language is clear and is easily understood

2 – Spoken language is somewhat unclear or challenging to understand

1 – Spoken language is unclear or not easily understood

Vocal Variety

5 – Uses the tools of tone, speed, and volume to perfection

4 – Excels at using tone, speed, and volume as tools

3 – Uses tone, speed, and volume as tools

2 – Use of tone, speed, and volume requires further practice

1 – Ineffective use of tone, speed, and volume

Eye Contact

5 – Uses eye contact to convey emotion and elicit response

4 – Uses eye contact to gauge audience reaction and response

3 – Effectively uses eye contact to engage audience

2 – Eye contact with audience needs improvement

1 – Makes little or no eye contact with audience

Gestures

5 – Fully integrates physical gestures with content to deliver an exemplary speech

4 – Uses physical gestures as a tool to enhance speech

3 – Uses physical gestures effectively

2 – Uses somewhat distracting or limited gestures

1 – Uses very distracting gestures or no gestures

Audience Awareness

5 – Engages audience completely and anticipates audience needs

4 – Is fully aware of audience engagement/needs and responds effectively

3 – Demonstrates awareness of audience engagement and needs

2 – Audience engagement or awareness of audience requires further practice

1 – Makes little or no attempt to engage audience or meet audience needs

Comfort Level

5 – Appears completely self-assured with the audience

4 – Appears fully at ease with the audience

3 – Appears comfortable with the audience

2 – Appears uncomfortable with the audience

1 – Appears highly uncomfortable with the audience

Interest

5 – Fully engages audience with exemplary, well-constructed content

4 – Engages audience with highly compelling, well-constructed content

3 – Engages audience with interesting, well-constructed content

2 – Content is interesting but not well-constructed or is well-constructed but not interesting

1 – Content is neither interesting nor well-constructed

Topic

5 – Delivers an exemplary speech about some aspect of experience building a team and/or hosting a team-building event

4 – Delivers an excellent speech about some aspect of experience building a team and/or hosting a team-building event

3 – Shares some aspect of experience building a team and/or hosting a team-building event

2 – Mentions some aspect of experience building a team and/or hosting a team-building event, but does not fully address

1 – Delivers a speech on a topic other than some experience building a team and/or hosting a team-building event

Following are a few examples of activities. You can choose to use one or more when meeting with a group for the first time. Record notes below each activity about how you may adapt the exercise to fit your needs.

String Game

Materials needed:

- Three to four skeins of different colored yarn
- Scissors

Before the activity takes place, cut the yarn into different lengths ranging from 12 inches to 30 inches. Each member of the group selects a piece of yarn without knowing the yarn's length. Then, when it is her turn, the member begins to wrap the yarn around her finger. The member must talk about herself for as long as it takes her to wrap the yarn around her finger.

_____

_____

_____

_____

Story Starter

Materials needed:

- Index cards and pens

On each of the index cards, the facilitator writes a starter sentence. For example: "Once upon a time, I…" Make numerous cards with different first lines. Divide participants into groups, distribute one index card to each group, and instruct the groups to finish the story as a team. When groups finish writing, read all the stories aloud.

_____

_____

_____

_____

Two Truths and a Lie

Participants form a circle. One by one, participants tell two truths and one lie. These three statements must be relevant to the speaker's life. The group then works together to decide which two statements are true and which is a lie.

Mind Maps

Materials needed:

- Chalkboard, whiteboard, or piece of paper
- Writing instruments

For this activity, you need a chalkboard, whiteboard, or piece of paper, as well as writing instruments. In the middle of the writing surface, write the central idea of your project or what it is you need to brainstorm. From there, draw lines that connect this idea to other ideas as your team generates them. Write down every idea without comment, encouraging members to be creative.

The One Question

For this exercise, you can assign one situation to the entire team or allocate a different situation to each member. The task is to answer the following: **"If you could ask only one question to discover a person's suitability for _____ , what would it be?"**

(Choose one or create your own):

- Running a business together
- Being your personal assistant
- Supplying an important service
- Being your leader

TEAM-BUILDING EVENT EVALUATION

Thank you for attending the team-building event today. Please complete this evaluation to share what was done well and what can be improved for next time.

1 STRONGLY DISAGREE	2 DISAGREE	3 NEITHER AGREE NOR DISAGREE	4 AGREE	5 STRONGLY AGREE	N/A NOT APPLICABLE

This event will help improve my team's dynamic

5   4   3   2   1   N/A

Comment:

The facilitator clearly explained all activities and concepts

5   4   3   2   1   N/A

Comment:

Activities were directed toward team building

5   4   3   2   1   N/A

Comment:

The benefits of team building were clearly communicated

5   4   3   2   1   N/A

Comment:

Event was well-organized

5   4   3   2   1   N/A

Comment:

Environment felt comfortable and safe

5   4   3   2   1   N/A

Comment:

The program held my interest

5   4   3   2   1   N/A

Comment: