

COMPANYCO 2021 TEAM MEETING TEAM BUILDING FACILITATION PROPOSAL

10/22/21

OVERVIEW

1. Purpose

i After discussion with the CEO and other VPs in different divisions, the goal of these activities is to provide a fun and light teambuilding session, while still addressing valuable skills and tools focused around themes including team communication and adaptability. The CEO suggested that it would be beneficial if the team walked away from the training with tools to face future challenges. In addition, there may be a slight awkwardness in communication as team members who have previously only known each other virtually meet for the first time in real life. The following activities were designed to meet these goals while following the models set by Tuckman's Theory of Group Development.

2. Opening/Intro

i As the team enters, the facilitator (Marty) will introduce himself and explain some of the stated goals of the morning exercises.

During the introduction, the facilitator will ask each participant to write a fact about themselves on a slip of paper – A “Something You Wouldn’t Guess By Looking At Me.” The facilitator will collect these facts and hold onto them for reference in a future activity.

3. The Coin Logos (10-15 Minutes)

i The purpose of this activity is to get individual participants to think of identities - their identities, each other's identities, and the identities of teams and CompanyCo as a whole - as physical, tangible ideas that exist in a real sphere.

The activity begins by asking everyone to empty their pockets, purses, or wallets for any coins they may have and lay them out on the table in front of them. (The facilitator will have coins available in case someone has no coins on them.) Using the coins in front of them, the task is for each person to create their own personal logo in two minutes using the coins in front of them. They may also use any other materials they happen to have on them/with them. (pens, notebooks, wallets, etc.) Individuals will be asked to share their logo and reasoning as they are comfortable.

Next, the participants will be broken into 2-3 teams and asked to combine their available coins and other materials to come up for a logo for their team. Finally, all members will come together and be given 4-5 minutes to develop a logo for CompanyCo as a whole – made of all their combined materials.

4. Zoom Activity (5-10 minutes)

i *This activity serves to help individual participants think about the way they communicate information and how they receive information from others. In this activity, participants must identify a goal and work together to achieve that goal – when each of them only has a small portion of the necessary information.*

Participants will be scattered throughout the room and each participant will be given a picture – an illustration from a picture book. There is a distinct order that the pictures are supposed to go in, but the participants will not be told what that order is. They are not allowed to show their pictures to anyone else or to look at anyone else's picture. Instead, they must talk to each other about their pictures in order to identify the order. The goal is to line up holding their pictures in the correct order.

Facilitator will lead a brief discussion about the activity to help segue into the next challenge.

5. Puzzle Barter Challenge (10-15 minutes)

i *Now that the team members are thinking about communication, this activity will give them a specific task that requires them to communicate and problem solve in a more challenging manner – this is an exercise of asking for help and giving help. It serves to help team members exercise their ability to develop equitable solutions together, especially when facing limited resources.*

The group will be broken into three equal teams and each team will be given a distinctly different jigsaw puzzle of equal difficulty. The teams will be given a set amount of time to complete the puzzle together, and the first team that completes their puzzle is the winner. However, none of the teams will have all the pieces of their puzzle. Each team will have some pieces from the other teams' puzzles.

Teams must come up with their own method of convincing the other teams to relinquish the pieces they need, whether through barter, exchange of team members, donating time to another team, a merger, etc. Whatever they choose to do, they must do it as a group.

6. Creating a Service Map (20-30 minutes)

i *This activity reinforces the team members' understanding of each other's' roles in the organization, as well as how CompanyCo maintains services with people and/or tools across the organization. The goal is to identify and list the way the service offerings overlap, connect, and complement each other.*

This activity starts by making a map of broad service areas, in this case the two major client services provided by CompanyCo, outplacement and retirement. On the map, list any and all sub-services as well.

Using color-coded sticky notes (green for tech, blue for sales, etc), each division will write down the ways they support/interact with each service offering, if they do at all, and add their contributions to the map. Using a different color sticky note, the divisions will list the resources/tools they use to support each service offering.

Example: If the Operations team supports the Retirement Assessment service by scheduling the assessment meetings, then they would write "scheduling and managing meetings" on their colored sticky note and place it under the "Retirement Assessment" section on the map. Using a different color sticky note, they will list the tools they use to do this. (Calendly, Task Manager, etc.)

Together, the facilitator and the team will draw lines connecting services, people, and/or tools that support multiple areas on the map. The group will review their map and discuss any findings they see as interesting, such as gaps in coverage, redundancies, tools without people, any other interesting findings.

7. Magic Beans (20-25 minutes)

i Now that the connections between tools and people can be visualized and the team has been reminded of their organizational dependency on each other, this activity is designed to enhance the team's adaptability to new challenges and ability to adjust to sudden changes.

Each participant is given two slips of paper and asked to come up with two "magic beans" - potential scenarios CompanyCo could face in the next year – one positive, one negative. These can range from the plausible ("we hired three more tech staff") to the implausible ("The CEO has been abducted by aliens.")

The facilitator will take the scenarios and draw them from a hat at random. For each scenario the facilitator draws, the team will brainstorm how the organization can adjust and continue to offer services while managing this new situation. The individual members should also think about how this new scenario would impact them individually. The map which was made in the previous activity can be used as a visual tool – names can be rearranged, lines can be re-drawn, etc. Time will be a factor in this, but the goal should be to cover at least three scenarios.

8. Closing and Debriefing

i Now it's time to wrap up the exercises, review some findings, and leave on a lighter, more personal note.

Finally, the facilitator will lead the group in a discussion about the previous activities. This may include asking what they've enjoyed, what they've learned, how prepared and connected they feel now, etc.

To end the time on a personal note and build the team's connections, the facilitator will take the "Things You Couldn't Tell By Looking At Me" facts which the participants wrote about themselves at the beginning of the session and read them aloud. The team will have to guess which of their members wrote each fact.