**Team Building Planner**

Effective team building goes beyond fun activities. It is a strategic tool for fostering a cohesive and productive team environment. When planning activities, focusing on team engagement ensures:    
   
**Inclusivity:** Every team member feels valued and included, fostering a sense of belonging crucial for team cohesion.

**Empowerment:** Encouraging active participation and leadership from all team levels enhances collaboration and ownership of team goals.

**Reflection:** Providing opportunities for individuals to reflect on personal growth and team contributions reinforces team unity and individual development.

**Continuous Improvement**: Using feedback to refine team-building strategies ensures the activities are engaging and aligned with evolving team dynamics and goals.

**Team Building Planner Template**

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| **Organizer and Activity Information** | |
| Person In Charge (PIC): |  |
| Department / Team: |  |
| Participants’ Names: |  |
| Budget: |  |
| Date & Time: |  |
| Venue: |  |

 IMPORTANT: Please incorporate your team's discussions and conclusions into the planner, providing detailed descriptions that reflect these principles.

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| **Before the Activity Checklist** | | |
|  | Task | Description |
| □ | Define Objectives | Clearly outline the goals and expected outcomes of the team building activity. |
| □ | Select Activity | Choose an activity that aligns with the team's goals and preferences. |
| □ | Prepare Materials | Gather any necessary equipment, materials, or resources for the activity. |
| □ | Assign Roles | Designate roles such as facilitator, timekeeper, and note-taker for the activity. |
| □ | Consider Logistics | Arrange transportation, catering (if applicable), and any special accommodations. |
| □ | Set Expectations | Communicate behavioral expectations and guidelines for the team building event. |

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| **During the Activity Checklist** | | |
|  | Task | Description |
| □ | Welcome and Introduction | Start with a brief overview of the objectives and agenda. |
| □ | Icebreakers (Warm-up activities) | Use icebreakers or warm-up activities to relax participants and encourage interaction. |
| □ | Engagement Activities | Conduct planned team building exercises, ensuring active participation from all team members. |
| □ | Facilitate Discussions | Encourage open communication and reflection on the activities and their relevance to teamwork. |
| □ | Monitor Progress | Keep track of time and progress towards achieving the activity goals. |
| □ | Encourage Collaboration | Foster teamwork through group challenges and problem-solving tasks. |
| □ | Manage Dynamics | Address any conflicts or issues that may arise, ensuring a positive and inclusive atmosphere. |
| □ | Key Takeaways | Take notes on key observations, team dynamics, and individual contributions. |

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| **After the Activity Checklist** | | |
|  | Task | Description |
| □ | Debriefing Session | Facilitate a debriefing session to discuss the outcomes, lessons learned, and insights gained. |
| □ | Feedback Collection | Gather feedback from participants on their experience and suggestions for improvement. |
| □ | Document Results | Record the outcomes of the team building activity, including successes and areas for development. |
| □ | Action Planning | Develop action plans based on insights from the activity to implement changes or improvements. |
| □ | Follow-Up | Schedule follow-up sessions or activities to reinforce learning and continue building on team cohesion. |
| □ | Recognize Contributions | Acknowledge and appreciate team members' contributions and achievements during the activity. |
| □ | Evaluate Impact | Assess the impact of the team building activity on team dynamics, morale, and engagement. |

 This template is provided by [Jobsdb by SEEK](https://hk.jobsdb.com/)