**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.  |

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