

The greater the loyalty of a group toward the group, the greater is the motivation among the members to achieve the goals of the group, and the greater the probability that the group will achieve its goals.

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Module Eight: Team Building Activities

Teambuilding is an organized effort to improve team effectiveness. All members of the team must be committed to the idea in order for the effort to be effective. Teambuilding is indicated for regular teams -- or for a work team "in trouble". Teambuilding implies hard work that continues on after the initial training session.

The Benefits and Disadvantages

The Benefits:

- Teambuilding improves productivity and motivation.
- Teams gain an increased ability to solve problems.
- Teambuilding helps break down personal and political barriers and allows for rapport building.
- The process can help level the playing field between outgoing and shy team members.
- Participating in teambuilding can help a team overcome performance problems.

The Disadvantages:

- Teambuilding requires expert facilitation in order to be successful. Not every team leader has innate facilitation skills.
- Activities can be time-consuming for teams with a short-term charter. And if team members are part-time, they may have conflicting feelings about the time the teambuilding takes.
- If several levels of management are on the team, those members may be reluctant to open up.
- Conducting teambuilding activities electronically or by conference cannot be as effective face-to-face sessions.

- Some teambuilding exercises involve touching or physical movement, which can make some people uncomfortable.

Team-Building Activities That Won't Make People Cringe

There are many choices of activities and techniques to foster team building. Which you choose depends upon your assessment of the team, the skill sets of the members, the amount of available time, geographical considerations or constraints, and the team's objectives. We provide several below.

Estimated Time	25 minutes
Topic Objective	To set a tone of openness and fun To allow participants to get to know one another personally and professionally
Topic Summary	Start with Art Participants divide their flip chart paper into the four quadrants, label each quadrant, and draw their responses to the labels. The art exercise makes it easy for them to be creative, And overcomes self-consciousness that might occur with words.
Materials Required	Flip chart paper and colored markers
Recommended Activity	Provide each participant with flip chart paper and colored markers. Have them divide the sheet into four quadrants. Instruct participants to label each section as follows <ul style="list-style-type: none"> • Upper left: Strengths I bring to the team • Upper right: Ways I might hinder the team • Lower left: What I need from others to do my best • Lower right: Hobbies, interests, and outside activities Tell them to use drawings to responded to the title of each quadrant. No words are allowed. Ask participants post their sheets on the wall, and share their data.
Delivery Tips	Consider leaving the drawings on the wall to serve as conversation starters. Remind participants to consider adding an item to their action plan.

Estimated Time	20 minutes
Topic Objective	To use professional and personal information about team members to build a collective resume that celebrates the talent of the team
Topic Summary	Group Resume A group resume is a fun way to help participants learn more about one another and build rapport.
Materials Required	Flip chart paper and markers
Recommended Activity	<p>Divide the class into groups of 3-6</p> <p>Comment that members represent an amazing collection of talent and experience.</p> <p>Suggest that one way to learn about these talents and brag about the team’s resources is to create a group resume.</p> <p>Provide each group with flip chart paper</p> <p>The group could choose to include information such as educational background, knowledge about training, total years of professional experience, positions held, professional skills, major accomplishments, publications, and hobbies, talents, travel and family experiences</p> <p>In debrief, ask each group to present its resume.</p>
Delivery Tips	<p>To expedite the process, distribute a prepared outline of information types.</p> <p>Remind participants to consider adding an item to their action plan.</p>

Using your knowledge of the three types of teams (Traditional, self-directed, or e-team), determine which type(s) of team are appropriate for the tasks and scenarios below.

It may be appropriate to list more than one type of team.

List your reason(s) for your decisions.

TEAM GOAL	MEMBERS	TEAM TYPE?	REASON(S)?
Define a new travel expense policy and recommend the implementation process	Existing employees		
Recommend how to reduce the cost of scrap at a manufacturing company	Existing employees		
Plan and implement an upgrade to Lotus Notes email software at a global law firm	Existing employees and contractors		
Organize and manage a fundraising benefit at a non-profit organization	Home-based volunteers working with staff		

Worksheet Two: Create an Effective Agenda

The human resources department has decided that the existing new hire orientation program (the onboarding process) is no longer effective. They have commissioned a cross functional team to design and implement a new orientation program. Karen, the HR process sponsor, created an agenda for the kickoff meeting.

Karen's Team Meeting Agenda

9:00	Introduce the New Employee Orientation Project	Karen
9:30	Next Steps	Tom
10:00	Discussion	All
10:30	Adjourn	

Three objectives have been established for the team to address.

- Provide new employees with a) an understanding of the mission and values of the company and b) a perspective of the functional departments in the company and how they interact
- Allow new hires to visit each department to learn about its mission and work processes
- Create a framework for pairing a company mentor with each new employee to dynamically continue the onboarding process.

Assignment:

Using flip chart paper, rewrite Karen's agenda for the kickoff meeting to include the project objectives. Make any other improvements you feel are beneficial for the outcome of the meeting.