

Sample Agenda of a Team Building Session

Purpose of Session:

- To provide an opportunity to get away from the office and think without distraction
- To strengthen team cohesion through fun and engaging activities
- To improve communication and problem-solving skills
- To establish team success (short-term & long-term goals)
- To take ownership of leadership roles

Session Outline:

9:00 am – 12:00 am

Welcome

Introduction: Share three things

Activity One: Creative Thinking

- To set the tone for a fun and engaging day;
- To explore creative approaches to problem solving when under pressure.

Activity Two: Team Alignment

- To align your team to a shared understanding of a common goal;
- To highlight how critical each person is to each other in order to reach team goals.

Skills Development: Building Communication

- Understand the complexities of communication and acknowledge what needs to take place to ensure your message is clearly understood over the phone, face-face and via email;
- Establish team norms for conference calls and emails;
- Build relationships through more engaging communication.

Lunch 12:00 am – 1:00 pm

1:00 pm – 4:00 pm

Activity Three: Communication Strategies

Does the team share best practices?

- To promote collaboration vs. competition
- To respond quickly and effectively to change

Activity Four: Team Vision of Success

- What is your vision as a team?
- How do you define success in the short-term & long-term?
- What do you need to get there?
- What is driving you?
- What may hold you back?

Activity Five: Leadership Roles:

- To recognize expertise and take ownership;
- To connect personal interest to goals to foster autonomy, purpose and mastery.

Closing: 4:00 – 4:30 pm