



**Team Tools is a collection of highly effective team-building activities. They're easy to use, don't require any special planning, and can be conducted just about anywhere. There's no need to do them all; just pick one that fits your current needs, and jump on in!**

## THESE ACTIVITIES CAN HELP YOU AND YOUR TEAM IN THE FOLLOWING AREAS:

These activities can help you and your team in the following areas:

- Getting to know one another, breaking the ice to develop a stronger, more unified group
- Generating "aha" moments: practical ideas and insights that can be immediately applied to your business
- Looking at issues from a fresh perspective, thinking outside the box, and developing new solutions that can be applied to an existing problem
- Tapping into your group's collective wisdom to generate and test new ideas

## HOW TO USE TEAM TOOLS:

Each activity is designed with a specific goal in mind, so start by asking yourself, "What am I hoping to accomplish?" To find a Team Tool that meets your needs, take a look at the activity list. The "Outcomes" and "Activity Overview" will give you a good sense for its purpose, and a general idea of what's involved.

The next thing you'll want to consider is your team's size. Some activities are designed for larger groups, while others work better with a smaller number of participants. You'll find this information listed under "Group Size." If time is an issue, "Estimated Time" will help you select an activity that will fit into your schedule.

Each Team Tool has its own activity box. In each of these boxes you'll find everything you need, including step-by-step instructions and any required materials.



# AVAILABLE TEAMTOOLS

## ALONE AND TOGETHER

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**OUTCOMES:** To provide an opportunity to learn the advantages and disadvantages of working individually and within a group

**ACTIVITY OVERVIEW:** Participants are divided into an even number of teams. During the first round, some teams jointly solve a Sudoku-like puzzle while members of the other teams solve it individually. In the second round, teams solve another puzzle, reversing the approaches.

## BUILDING A GREAT BUSINESS

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**OUTCOMES:** To appreciate the roles of the stakeholders (customers, employees, and owners) in running a business and to better understand how each group affects success

**ACTIVITY OVERVIEW:** This activity helps participants focus on the complexity of keeping customers, employees, and owners satisfied.

These three important groups are interlinked to each other when it comes to building a great business. Typically, any action that satisfies one group will have a positive impact on the other two groups. Sometimes, however, an action that delights one group may conflict with the needs of another.

Groups of participants will generate ideas on how to satisfy the different stakeholders while avoiding potential conflicts.

## FISH BOWL

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**OUTCOMES:** To highlight the importance of group communication for identifying important topics of discussion and problem-solving concerns

**ACTIVITY OVERVIEW:** The participants create two circles – one inside the other. The inside circle starts by answering the facilitator's questions. When all participants within that circle have had a chance to speak, the participants of each circle switch places. Then, the new inside circle responds to what the previous participants said about the topics posed by the facilitator, as well as adding their own comments.

## GUESS WHO

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OUTCOMES:	To provide your group with an opportunity to get better acquainted by learning something about each person that they didn't know before
ACTIVITY OVERVIEW:	Each member of the group completes the short Guess Who Questionnaire. Once all participants are finished, a volunteer reads the answers provided on a randomly selected questionnaire, and the group guesses who they think the person is based on those answers. The payoff? Your group gets to know each other better, and learns something about each person that they didn't know before.

## LEADERSHIP COMPASS

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OUTCOMES:	To boost awareness of different work styles and learn how to effectively communicate with people who favor work styles different than your own
ACTIVITY OVERVIEW:	In this activity, participants use a "directional compass" approach to think deeper about four different work styles, and a question-and-answer format creates a more thorough understanding of each.

## MIND SPIN

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OUTCOMES:	To generate new ideas and solve problems
ACTIVITY OVERVIEW:	This high-speed activity is designed to help the group rapidly brainstorm ideas and solutions to key questions such as, "How can we better understand the needs of our customers?" or "How can we increase our productivity?" The essence of the Mind Spin activity is that each participant writes several ideas on index cards that, in turn, are used by other participants to create more ideas.

## MIX AND MATCH ACTION PLAN

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OUTCOMES:	To strengthen the group's ability to collaborate and communicate by working together toward a common goal
ACTIVITY OVERVIEW:	This activity encourages the sharing of new perspectives, and underscores the importance of embracing fresh ideas through collaborative problem-solving and brainstorming. The group is split into teams in order to formulate an action plan to address a specific issue. After starting out with one team, each participant joins a new team to "finish" the action plan.



## PEOPLE AND PLACES

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OUTCOMES:	To help create an environment which fosters creativity, learning, and productivity
ACTIVITY OVERVIEW:	People and Places is a flexible group activity where participants think deeper about their individual learning and work styles as well as those of their teammates. Using response cards, the participants share ideas on characteristics of an ideal environment which will encourage creative thinking, relaxed learning, and improved productivity. The objective of the activity is to encourage teamwork and group thinking, and help participants identify common preferences.

## POINT THE FINGER

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OUTCOMES:	To highlight the importance of communication, organization, and strategic thinking while working as a team toward a common goal
ACTIVITY OVERVIEW:	This activity focuses on organizational and leadership dynamics. Teams of participants line up in two rows facing each other, then work together to lower a wooden dowel to the ground with their index fingers. The objective is to lower the stick without anyone letting their finger come off the stick. This simple task can provide useful insights into group dynamics, as well as the various approaches and styles used by each individual within the group.

## QUESTION BOX

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OUTCOMES:	To learn something new and different about someone else in the group, to build upon commonalities, and ultimately to boost interactions and communications
ACTIVITY OVERVIEW:	In this activity, participants learn about the perspectives of their fellow co-workers or group members by taking turns answering open-ended questions.

## QUIKDISC

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**OUTCOMES:** To gain a clearer understanding of your individual communication style and the impact your style may have on others; also provide a close look at how the team will tend to function, strengths and hurdles they will probably encounter, and how the team can work together more effectively

**ACTIVITY OVERVIEW:** Based on the DiSC Dimensions of Behavior model, this activity is a unique, fast, and simple introduction into the world of DiSC personality assessments. People learn about themselves and others as they exchange words related to their DiSC personality styles. This activity is a way to introduce the concepts of behavioral differences in people and how each individual characteristic contributes to the overall effectiveness of the team.

## TALLEST TOWER

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**OUTCOMES:** To strengthen group communication and collaboration toward the achievement of a common goal

**ACTIVITY OVERVIEW:** Collaboration and communication are the driving forces behind this highly interactive team-building activity. Teams of participants work to build the tallest free-standing tower they can with the supplies that they're given. The objective is to highlight the importance of a unified group effort toward the achievement of a common team goal.

## VISUAL EXPLORER

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**OUTCOMES:** To encourage group discussion and reframe key issues / topics from new perspectives, using visual cues as a starting point for brainstorming and discussion

**ACTIVITY OVERVIEW** In this activity, you and your team will use a series of images to create a framework for constructive dialogue. Starting with a topic or question you want to explore – for example, “How can we more effectively serve our target customers?” – each group member will select a picture from a collection of more than 200 images. The group will then relate each image to their experiences, creating connections and metaphors to bring about a clearer understanding of the topic at hand. The resulting deliberation and discussion can help your team brainstorm, weigh differing ideas and perspectives, and reach a consensus decision.