

# MANAGEMENT : TEAM BUILDING PLANNING TEMPLATE

Part of being a manager is training your employees, you and your partner have been assigned the task to implementing a team building activity to train your employees (classmates). Use this worksheet to help you plan and prepare for your activity.

1. Name of team members

1. 2.
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2. Name of team building activity and source

Activity name - Source -
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3. What lessons will this activity teach the participants about

Upon completion of this activity the participants will be able to...
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4. Length of time needed for this activity.

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5. Supplies needed for this activity

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6. Provide a brief description of what will happen during your activity.

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7. What tasks need to be done and who will do them in order to facilitate this activity.

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8. Compose a minimum of 5 debriefing questions to ask the participants upon completion of the activity that require the participants to reflect on what just happened.

1. 2. 3. 4. 5.
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