

Team Building Activity Template

Date: [Date of Activity]

Time: [Start Time - End Time]

Location: [Location of Activity]

Objective:

The objective of this team-building activity is to [brief description of the goal, e.g., enhance communication, foster collaboration, boost morale, etc.] among team members.

Agenda:

Welcome and Introduction (10 minutes)

- Brief overview of the activity
- Introduction of facilitators

Icebreaker Activity (15 minutes)

- Fun activity to help team members get to know each other

Team Challenges (45 minutes)

- [Description of challenges or activities planned]
- [Description of how these activities relate to the team's objectives]

Break (15 minutes)

- Refreshments provided

Reflection and Discussion (30 minutes)

- Facilitated discussion on key takeaways from the activities
- Open forum for team members to share insights and experiences

Action Planning (20 minutes)

- Small group discussions to brainstorm actionable steps to apply lessons learned
- Each group presents their ideas to the whole team

Closing Remarks (10 minutes)

- Thank you to participants
- Encouragement for continued teamwork and collaboration

Materials Needed:

- [List of materials needed for activities, e.g., markers, paper, props, etc.]

Notes:

- Dress code: [Specify dress code, if any]
- Participants are encouraged to bring [any specific items, if needed]