Corporate Team Building Training – Session 1

Producer: Pre-work	• **Slide 3** (page 4 of this guide) – There will be a virtual bingo game schedule for this session on slide 3. The link for each participant to play the game should be ready at the beginning. The link will allow each participant to generate their own card. Will need to provide participants with this bingo link (https://bingobaker.com#6441e67d2b7dcfda) in the chat. Also, create a random picker wheel link for the facilitator to generate the phrases for the bingo cards.
	• **Slide 7** (page 6 of this guide) - will need a Mentimeter link ready for the participants to enter their responses.
	• There are 4 breakout room activity scheduled for this session:
	  ○ **Slide 9** (page 8 of this guide) – Create 4 different breakout rooms for the participants listed by color (Team 1 – blue; Team 2 – red; Team 3 – green; Team 4 – yellow).
	  ○ **Slide 13** (page 10 of this guide) – Create 4 different breakout rooms for the participants listed by color (Team 1 – blue; Team 2 – red; Team 3 – green; Team 4 – yellow). Also, will need to have the zoom whiteboard set up for each group for them to write their responses in the breakout room.
	  ○ **Slide 17** (page 12 of this guide) – Create 4 different breakout rooms for the participants listed by scenarios (Team 1 – Virtual Meeting; Team 2 – Collaborative Project; Team 3 – Time Management; Team 4 – Feedback).
	  ○ **Slide 22** (page 14 of this guide) – Create 4 different breakout rooms for the participants listed by scenarios (Team 1 – Group Discussion; Team 2 – Role Playing Exercise; Team 3 – Reflective Listening; Team 4 – Feedback Surveys).
	• **Slide 11** will need a zoom poll created with the question-and-answer choices provided. Question: What is the definition of team building?
	  ○ Choice A: The process of building a team of people who have of teamkills and qualifications.
	  ○ Choice B: The act of improving the skills and abilities of individual team members.
	  ○ Choice C: The process of improving the relationships and dynamics between team members to increase collaboration, communication, and productivity.
	  ○ Choice D: The act of delegating tasks and responsibilities among team members to increase efficiency and productivity.
	• **Important**: Collaborate with the Facilitator to decide if participants should be put into specific groups, if the groups can be chosen at random, or if participants will remain in the same groups throughout the session. There will be 4 groups of participants placed in 4 different rooms.

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Facilitator Pre-Work:	• This guide was developed for the purposes of delivering this course via Zoom, but it can also be used for classroom training with the following considerations:
	  ○ Breakout room activities will need to be adapted to fit the classroom environment.
	  ○ Questions will be made directly to learners, rather than by using Zoom tools.

	• This session contains a breakout room activity, where participants will need to be divided into 4 groups. Collaborate with the Producer about whether you feel those groups should be formed a certain way or if the Producer can make them at random.
	• Open the PowerPoint file associated with this guide.
	• Share the PowerPoint application and ensure that the *Zoom Attendees* and *Chat* panels are visible.
	• Some key talking points and questions are included in this guide but be prepared to add your own commentary and questions as well.
	• Aim towards generating a response from the learner(s) at least once every five minutes; this will keep learners engaged and will encourage them to follow along closely. Examples of these types of response have been noted using **ASK**.

Session # 1		
Slides	**Approximate Timing**	**Topic**
1-5	10 minutes	Introduction
6-11	20 minutes	Learning how to collaborate as a team virtually
12-18	20 minutes	Recognizing the strengths and weakness of a virtual team
19-23	20 minutes	Effective communication techniques as a virtual team
Total:	60-70 minutes	

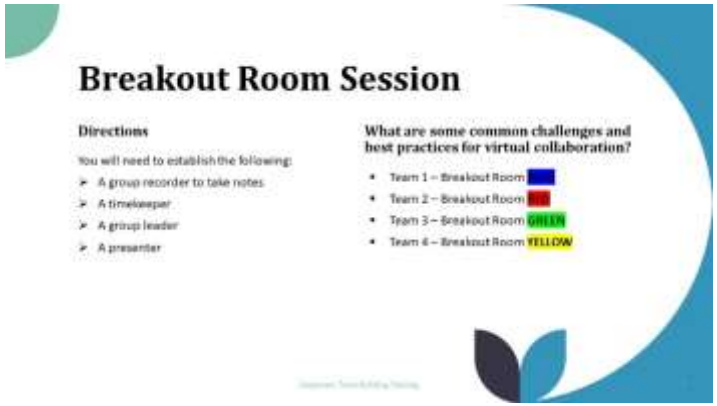
Slide#) Duration	Slide	Facilitator Notes	Producer Notes
1) 1 minute		**DO:** – Welcome learners – Introduce yourself – Remind learners that the session will be recorded and will be available for their review	**DO:** – Check for facilitator readiness **SAY:** – Greet early learners as needed, letting them know the session will begin shortly – Please remind everyone that they should remain muted unless called upon – Also, to use the raise hand icon if they have questions
2) 1 minute		**DO:** List the ground rules	

3) 5 minutes		**DO:** Give directions to each participant. **SAY:** It's virtual bingo time. This is a quick fun game to get to know everyone and feel comfortable with one another. You will be provided a bingo link in the chat, allowing you to generate your own bingo card. You will click on each item as they are called that represents you. This is a fun activity, and you can unmute yourselves to share in the fun. You must have 5 selected going horizontally, vertically, or diagonally to call BINGO. Everyone ready! Let's see who can get BINGO IN 5 minutes.	**DO:** – Need to have virtual bingo cards link ready for participants and provide link in the chat. – Provide participants with the bingo link https://bingobaker.com#6441e67d2b7dcfda for them to generate their own bingo card. – Provide facilitator with random picker wheel link to generate the phrases for the bingo cards.
4) 1 minute		**DO:** Give the introduction: - Welcome to this virtual corporate team building training session. In this session, we'll cover communication, trust, and collaboration, through real-world examples and engaging discussions. Let's get started building a strong, high-performing team!	

5) 1 minute		**DO:** List the learning objectives for the training *(Note: The learning objectives will slide in one at a time).* **Say:** - Identify how to effectively collaborate as a team virtually; - Recognize strengths and weakness as a virtual team; - Discuss effective communication techniques as a team.	
6) Less than a minute		**DO:** Give the first learning objective	

7) 3 min		**DO:** Let the participants know they will enter their responses in mentimeter. The mentimeter link will be provided in the chat. (*Note: The 4 bullets points will be shown after the mentimeter responses in the EXPLAIN.)* **ASK:** What is team building? **SAY:** You will enter your response for team building in the mentimeter link that is provided in the chat. List what you think defines team building. **DO:** Read the top 5-6 mentimeter responses from the participants. (*Note: the 4 bullet points will slide in one at a time.)* **EXPLAIN:** Team building refers to the process of improving relationships (*bullet 1 – building relationships with others*) and communication within a team (*bullet 2 – effectively communicating in a team*). It involves enhancing teamwork, collaboration (bullet 3 – creating and building a more productive and efficient team), and trust between team members (bullet 4 – collaboration with others). The ultimate goal of corporate team building is to create a more productive and efficient team that is better equipped to achieve its goal and objectives.	**DO:** – Need to have the mentimeter link ready for participants to enter their responses.

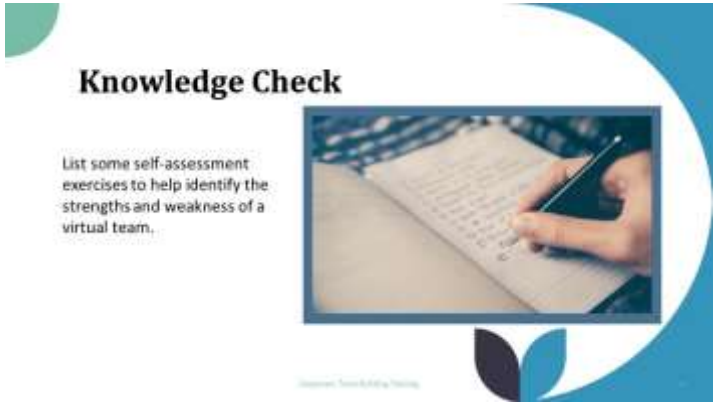
8) 2 min		(*Note: the 5 collaboration points will slide in one at a time.)* **ASK:** What is an overview of virtual collaboration and its benefits? **SAY:** You will need to type in the chat your responses what you think is an overview of virtual collaboration and its benefits. You will have 1 minute to type your responses in the chat. **DO:** Read the responses from the participants as they are typing their responses in the chat. **DO**: List the overview of collaboration one by one after the responses from the chat have been read. (*Note: the 5 collaboration points will slide in one at a time.)* **EXPLAIN:** Increased Productivity; Improved Communication; Cost savings for the organization; Improved knowledge sharing with team members; and Increased innovation by enabling teams to work together across different locations and time zones.	

9) 10 min		**Breakout Room Session #1** **ASK:** What are some common challenges and best practices for virtual collaboration? **DO:** List the directions for the breakout room sessions for the participants. List which breakout room will each team member meet **SAY:** You will discuss the challenges and best practices for virtual teams in the breakout room. Please make your presenter is ready to present your group's results to everyone. Are there any questions? **DO:** During the group's breakout session, the facilitator will need to visit each group making sure everyone is on task and reminding them how much time they have left in their group.	**DO:** – Have the participants in 4 different groups for the breakout session
10) 1 min		**DO:** List the challenges and best practices for virtual collaboration.	

11) 3 min		**DO:** Let the participants know they will select the best answer choice using the zoom poll link that will be provided in the chat. **ASK:** What is the definition of team building? Select the best answer choice. **SAY:** Click on the zoom poll link. **DO:** Read the highest answer choice selected by the participants. **EXPLAIN:** The correct answer is C. The process of improving the relationships and dynamics between team members to increase collaboration, communication, and productivity.	**DO:** - Have the zoom poll link ready for participants.
12) Less than a minute		**DO:** List the second learning objectives	

13) 5 min		**Breakout Room Session #2** **ASK:** What are the strengths and weaknesses of virtual teams? **DO:** List the directions for the breakout room sessions for the participants. List which breakout room will each team member meet, and each team will need to type their responses on the zoom white board. **SAY:** In your breakout session with your group, you will discuss what are the strengths and weaknesses of virtual teams? Please make your presenter is ready to present your group's results to everyone. Are there any questions? **DO:** During the group's breakout session, the facilitator will need to visit each group making sure everyone is on task and reminding them how much time they have left in their group.	**DO:** – Have the participants in 4 different groups for the breakout session – Have the zoom whiteboard setup for the 4 different groups
14) 1 min		**DO:** List the overview of the strengths and weakness	

15) 2 min		**DO:** Check-in with the participants **ASK:** What are some strategies for overcoming common weakness in a virtual team? (Note: the participants may type their responses in the group chat, or they may unmute themselves to talk.)	
16) 1 min		**DO:** List the strategies for overcoming weakness for virtual teams. (*Note: the 5 strategies for overcoming weakness points will slide in one at a time.)* **SAY:** - Trust building- establish clear expectations and goals, and need to have open and honest communication; - Communication- It is important to establish regular communication channels; - Collaboration -establish collaboration tools that will be used among members of the team; - Accountability -have clear goals and objectives to hold everyone accountable; - Culture - establish a shared vision and set of values	

17) 8 min		**Breakout Room Session #3** **DO:** List the directions for the breakout room sessions for the participants. List which breakout room will each team member meet. **SAY:** You will need to have a recorder, timekeeper, and a presenter. Virtual meeting scenario – will need to focus on common communication challenges in virtual teams, such as technical difficulties or time zones. Collaborative project scenario – will role play identifying areas where collaboration may be challenging. Time management – will role play practicing their time management skills and identify areas for improvement. Feedback scenarios – will role play practicing your feedback skills and identify areas for improvement.	**DO:** – Have the participants in 4 different groups for the breakout session
18) 2 min		**ASK:** What are some self-assessment exercises you think will help to identify the strengths and weakness of a virtual team. **DO:** Let the participants know they need to type their answers in the chat. **SAY:** We are going to flood the chat with your responses. Type your responses. **DO:** Read the participants responses as they are typing in the chat. **SAY:** Are there any questions?	

19) Less than a minute		**DO:** List the third learning objective	
20) 2 min		(Note: the communication techniques will not be shown until after review of the participants responses in the chat.) **ASK:** What are some communication techniques for virtual teams? **DO:** Let the participants know they will need to type their responses in the chat **SAY:** We are going to flood the chat with your response. Type your responses. **DO:** Read the participants responses from the chat. **DO:** List the communication techniques. **SAY**: Some of the communication techniques that can be used for a virtual team environment such as: video conferencing; set clear expectations; the use of project management tools; practice active listening with everyone; strongly encourage feedback; the use of chat channels; and provide regular updates with everyone.	

21) 2 min		**DO:** List the collaboration tools and techniques used for virtual teams. **SAY:** Video conferencing such as the one we are using – Zoom allowing team members to have face-to-face communication from different locations; Instant messaging – such as slack or Microsoft teams; Online whiteboards – can help virtual team brainstorm and collaborate on ideas in real time; cloud storage – can help team collaborate on documents and files in real-time; and project management – can help teams manage task, set deadlines, or track progress, which can improve organization and productivity.	
22) 10 min		**Breakout Session #4** **DO:** List the directions for the breakout room sessions for the participants. List which breakout room will each team member meet. **SAY:** You will need to have a recorder, timekeeper, and a presenter. Team 1 – Group discussion: everyone in this group will have an opportunity to share their perspectives and actively listen to each other. Team 2 – role playing exercise: everyone in this group will practice active listening and providing feedback. Team 3 – reflective listening: one team will speak, and everyone will listen and reflect what	**DO:** – Have the participants in 4 different groups for the breakout session

		they heard. Team 4 – feedback surveys: will use feedback surveys to gather input from team members on communication practices. **DO:** During the group's breakout session, the facilitator will need to visit each group making sure everyone is on task and inquiring what did they find interesting or learn about their topic.	
23) 2 min		**ASK:** What are some effective communication techniques for virtual settings? **DO:** Let the participants know they need to type their answer in the chat. **SAY:** We are going to flood the chat with your response.	
24) 3-4 min		**DO:** Revisit the learning objectives and the key concepts of the training. **SAY:** In the chat is a survey link to check for understanding of the training, as well as providing feedback about the training on ways of improving the training or giving suggestions. Thank you for participating in this training course. Have a great day!	**DO:** – Have the training survey link for the participants provided in the chat.