

A photograph of several business professionals in suits gathered around a wooden table, assembling large, colorful puzzle pieces. The puzzle pieces are in shades of yellow, red, green, and blue. The text 'Online Team Building Kit' is overlaid in a large, bold, dark blue font.

Online Team Building Kit

“What’s in it for me?”

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Team Building Online Kit – What you will get

Your “**Team Building Online**” Kit provides you with downloads in form of PDF and PowerPoint files:

- Background information “team building”
- Learn what’s most important in team building and how to achieve it
- Basic information about psychological models used for team building
- Tips for video conferencing, brainstorming, communication & collaboration apps / tools
- Communication basics for teams
- Idas and activities for online team building
- TEMPLATES: in form of PowerPoint Slides for your online meetings, and for games
- e-mail template “team building kick-off”
- team building story telling game exercise

8 PDFs

10 PowerPoint Presentations

The Kit is divided into separate PDFs designed as work aids, so you can use them as needed. The focus is on practical application, not on theory.

PDFs

- Team Building
- Team Building Activities
- Communication & Feedback
- Game Storming Activities
- Murder Mysteries
- Paradise or Island from Hell (story telling game)
- Personality Types and Team Roles
- Quest

PowerPoints

- 6 Thinking Hats
- Fact or Fiction
- Feedback & Communication
- Island Story
- My Online Persona
- RACI
- Table for meetings
- Team Kick-Off
- Trivia Templates
- Visual Plan

IMPROVE

- team communication
- team identity, feeling part of the team
- motivation
- effective team work
- everyone working in the same direction towards the same goals
- team cooperation & support
- team roles
- create ownership / let team members be responsible for their work even when working unsupervised from home

Unleash and utilize your team's full potential for efficiency and best outcomes. Help your team to work together on a project in the best possible way. Improve work flow, communication and team collaboration. Help everyone to feel part of the team.

Team Building: Introduction

13 pages



Content

- Team Building & Motivation – The Foundation
- First and foremost in online team building
- Classic Team Building
- The Foundation of your Team Building Effort
- Different Online Communication & Work Styles
- Core working and communication times. Let the team discuss
- AGENDA of Kick-off Meeting
- How to handle e-mails, messaging, chats
- Why is TEAM work important? Why is there a need to feel to be part of a team, and to be connected?
- Work Styles (incl. exercise)

Sample Text:

When whole teams work from home, one of the main challenges is team building – and especially keeping the team together and motivated. This job aid will give you guidance and also practical templates to customize online activities and meetings for your team!

Team building is a classic in person training activity, even for teams that usually are not working in the same room or even building together, such as sales teams.

It can be challenging to keep a team together when it almost never meets in person anymore or even worse – when new team members join the team and are supposed to work well together with everyone else, but they haven't met even.

This guide focuses on building a team online, **and also on keeping a team together**. It is crucial that your team members don't drift apart during "work from home" times and that everyone stays informed, involved and that noone feels left out or even isolated.

First and foremost in online team building

- Nobody should feel left out, isolated or without support. And make that a fact.
- Create personal accountability.
- The team must own project management process
 - agree on goals
 - agree on process
 - agree who is responsible for what
- The team must clarify roles and tasks.
- The team must agree on a CCC team charter - conduct, how to communicate, how to collaborate.

[...]

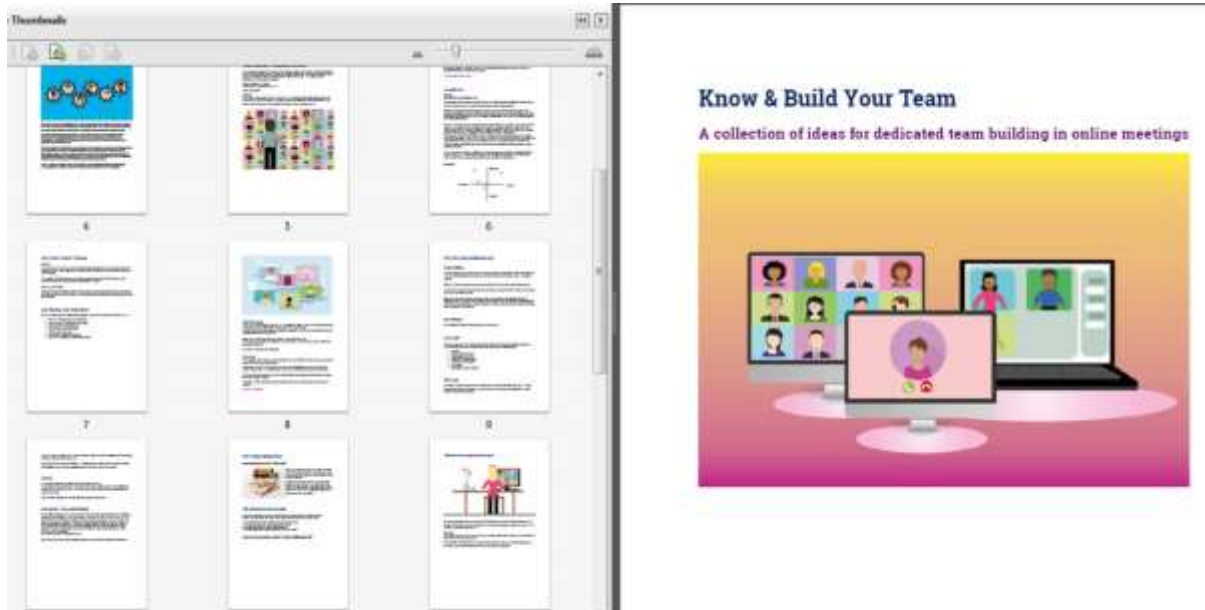
Team Building Kick-Off: PowerPoint Template



Designed for you to use in your team building kick-off meeting and to discuss the basics with your team.

Team Building Activities

20 pages PDF plus PowerPoint Templates



Content

- Why are Team Building Activities Necessary?
- Online Team Building Activities
- Part 1: Getting to know each other / Introducing team members
- Part 2: Tasks / Projects / Planning
- Part 3: Pure Team Building Exercises
- Part 4: Team Communication
- Part 5: Problem Solving
- Part 6: Other Team Social Online Activities: Fun Ideas
- Consider investing in some of these activities

SAMPLE

Part 4: Team Communication

Communication Exercise "Match Box"



Have everyone write down on a piece of paper how they would describe to someone else, who has never used one before, how to light a match from a match box.

Let them read it to the team, one other team member needs to have a real match box and then do exactly whatever the other person says. Ideally, everyone has a matching match box of the same brand. Take turns.

Tell a story from different view points

Divide the team into two groups and let each group tell a story of what happened. Each group gets their own facts from a different view point of the same event.

1. Let each group prepare their story in a breakout room.
2. In the group chat, let every team tell their story.
3. Let the team discuss what really happened.
4. Tell the team what really happened. Or do you know?

View Extra Document for our Story: "Paradise or Island from Hell?"

Story Telling Exercise "Paradise or Island from Hell"

1. PDF

Paradise or Island from Hell?

Tell a story from different view points



How to Play:

Divide the team into two groups and let each group tell a story of what happened. Provide them with their team facts, given here.

Present the PowerPoint slides to each team individually. (See template "island story").

Each group gets their own facts from a different view point of the same event.

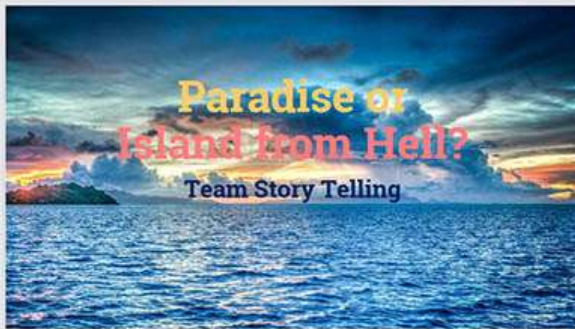
1. Let each group prepare their story in a breakout room. Including the missing part!! The teams must come up with a theory about what happened.
2. In the group chat, let every team tell their story.
3. Let the two teams discuss what really happened.
4. Tell the team what really happened. Or do you know?

Two different perspectives. Based on

- emotions
- interpretation
- goals
- information
- view point

Both teams think they must compete, both might think they have been sabotaged.

2. PowerPoint Slides "Paradise or Island from Hell"



1



2



Team 1 – South East

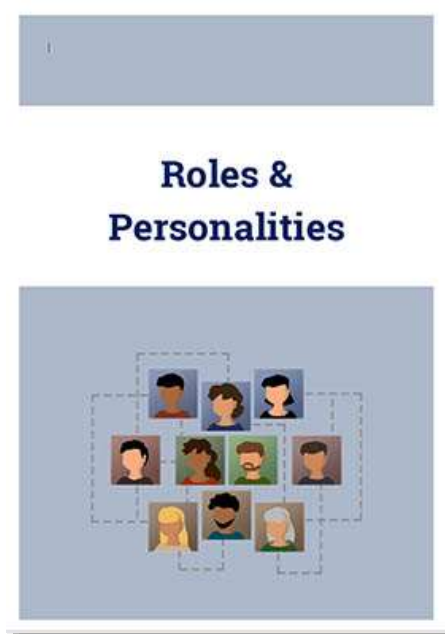
Your Items:

- sleeping bags
- a tarp
- a pot
- a knife
- a small hook (resembling a fishing hook)
- a flash light

Roles and Personalities

1. PDF
9 pages

Content



- Roles & Personalities
- Personality Types & Team Roles
- Make a game out of this with different role symbols
- Belbin Team Inventory
- Big Five / OCEAN model
- Enneagram
- Hats? Yet another model you can utilize for team activities
- "The Five Stages of Thinking" method

Personality Types & Team Roles

Personality Types & Team Roles

A Team building kit wouldn't be complete without mention of behavioral psychology. Personality tests, many of them developed decades ago, have often been used to try to assess employees, but also to improve team work.

Beware that these tests often couldn't be proven to be scientific and effective, and that there are downsides:

- Individuals can feel they are being put into a box.
- If shared with the team, individuals can get labelled (unfairly), and instead of creating more understanding this could lead to more prejudice and projection.
- People change. One can argue that a person doesn't change their underlying personality – but people adapt and change their approach and behaviors and openness according to experiences, environment, situations.
- Individuals might feel their privacy is being invaded.

Therefore, we do not recommend a specific personality test that should be shared with the team.



There are also theories regarding team ROLES. So, while the mentioned personality tests are concerned with the deeper personality of a person and also behavior and their way of thinking, - team roles show the outer behavior of a person within the team in the job context. This is highly systemic, and again, it can change a lot with the other team members and responsibilities. It can also change with experience and training.

In this guide, we are giving recommendations on how to use personality tests and team role models for effective team building meetings.

Example: PowerPoint Presentation for Team Role Exercise



Initial Ideas
Blue, White, Green, Blue

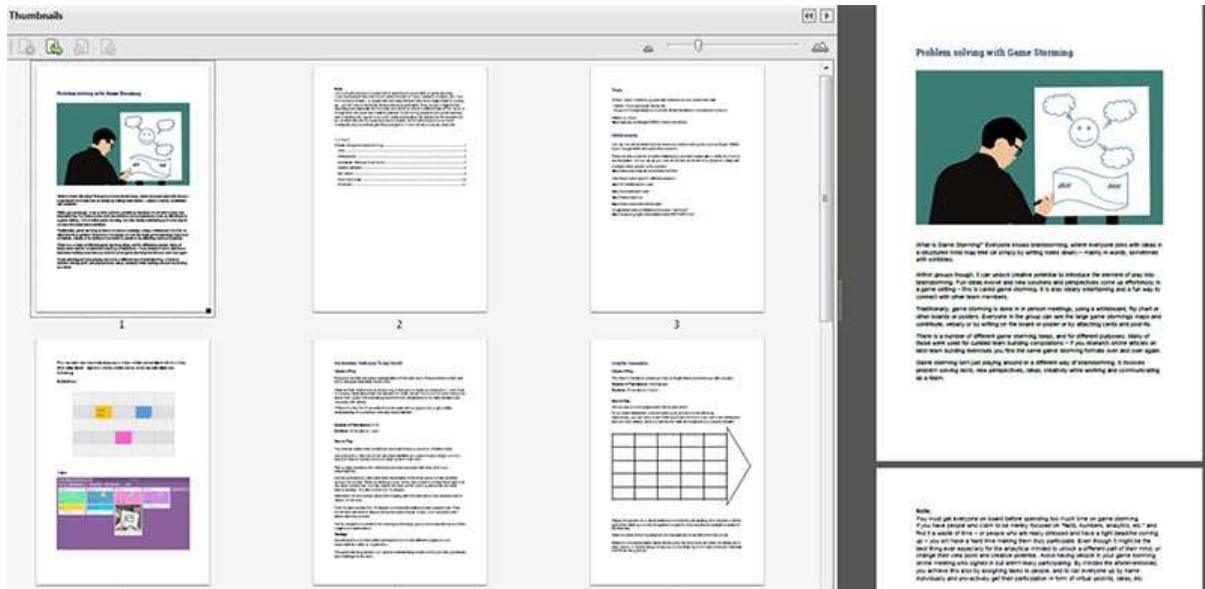
			



Game Storming

11 pages, PDF

This PDF guide introduces the “gamestorming” process, gives templates for use with PowerPoint and suggestion how to use Trello as well as giving information on collaborative real time online WhiteBoards, etc. Of course, you will also find several game storming ideas for team building.



- Game Storming Ideas
- Introduction to Game Storming
- Chapter on online tools, such as whiteboards and other collaborative online tools
- PPT Templates to use in an online conference

Sample Gamestorming



What is Game Storming? Everyone knows brainstorming, where everyone joins with ideas in a structured mind map tree (or simply by writing notes down) – mainly in words, sometimes with scribbles.

Within groups though, it can unlock creative potential to introduce the element of play into brainstorming. Fun ideas evolve and new solutions and perspectives come up effortlessly in a game setting – this is called game storming. It is also ideally entertaining and a fun way to connect with other team members.

Traditionally, game storming is done in in person meetings, using a whiteboard, flip chart or other boards or posters. Everyone in the group can see the large game stormings maps and contribute, verbally or by writing on the board or poster or by attaching cards and post-its.

There is a number of different game storming ideas, and for different purposes. Many of those were used for curated team building compilations – if you research online articles on best team building exercises you find the same game storming formats over and over again.

Game storming isn't just playing around or a different way of brainstorming. It involves problem solving skills, new perspectives, ideas, creativity while working and communicating as a team.

Communication and Feedback

PDF, 3 pages

1 PPT Presentation on basic communication and feedback models to show to your team



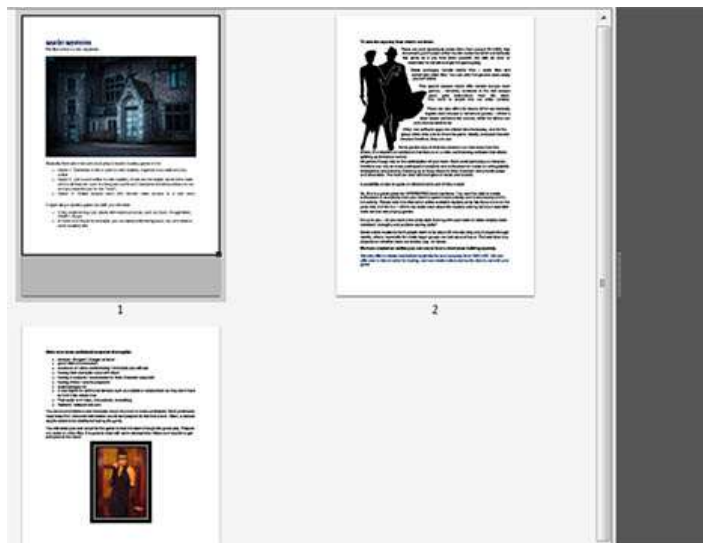
To give negative feedback is never too easy, but in online communication, it can become even harder, as words can SEEM harsh, and on the other side, you don't see the reaction of the other person. It's not possible to sit down in a friendly manner with a cup of coffee, the receiver of your criticism is in an isolated position.

Make your team members aware that both positive and negative feedback go a long way. Support is important, too, and also simply asking how the other person is doing.

Ask people respectfully if they have time for a chat or when it would suit them better.

1. Consider the other person's situation.
2. Don't disrupt their day or even start their day with unwarranted criticism.
3. Don't forget to give positive feedback, too, and to ask in a friendly manner how things are going, and ask about progress or if the other person wants to talk about anything at all. Don't just have one on one talks about negative things.
4. When there is an issue you must clarify with the other person, let them explain their point of view and what their take is. Then remember two most basic tools or tricks for giving negative feedback:
 - a) Never make it personal. Remember always – it's about a certain behavior of the other person, not about their person in general. Never attack anyone personally. Point out how certain acts or behaviors affect their work or other people, give specific examples in context and in a timely manner, and don't generalize behaviors either – say things such as "sometimes", and "it can seem like ...", or "in certain situations ...", "it can appear as", "others can get the impression that ...", "it would have been nice, ...", "I thought ... but maybe I got the wrong impression or am missing some information". Never make it absolute.
 - b) Use the "feedback sandwich" – Start with something positive, then use "and" instead of the word "but" to start talking about the negative things you have to convey, and close with a positive thing, again. Try your best to stay positive and encouraging and not leaving the

Introduction: Online Mystery Games (for fun)



Murder Mysteries

For fun online murder mysteries.



Basically there are three options to play a murder mystery game online:

- Option 1: Download a free or paid murder mystery, organize it yourself and play online.
- Option 2: Join a paid online murder mystery, those can be hosted, some have more additional features, such as designed rooms and interactive elements (others do not and you basically play for the "host").
- Option 3: Online -escape room with remote video access to a real room.

If organising a mystery game yourself, you will need:

- Video conferencing tool, ideally with breakout rooms, such as Zoom, Google Meet, WebEx, Skype
- In Zoom and Skype for example, you can replace the background, too, and make it more mystery like.

With recommendations and guide on how to plan and conduct a murder mystery play online with your team. This is a team fun activity.

At this point, the guide doesn't contain a full murder mystery play, but we can provide you with a bespoke murder mystery for your organisation for only 1200 USD.

The "Team Building Activities" PDF contains several other fun ideas.

Other game templates



Online Quest

PDF, 2 pages

Online Quest

This quest is designed to introduce different tools that will be utilized for team communication to the team members. As we don't know how you work, we are merely introducing the structure for this online treasure hunt.

You must modify this accordingly, adapt it to your tools, software and information and also to your work flow.

This is a blueprint as an example for how this works.

- Find information
- Use the tools collaboratively
- Hints and puzzles lead to the next one

This Blueprint utilizes

- Trello
- Intranet with Wiki
- Chat
- Team Calendar
- Project Plan
- Time tool
- Google sheets
- Google survey
- Place where team stores team photos etc.

Who:

Teams of 2-3 people who join in their own group chat (breakout room), can play together.

Scenario:

Company hosts a conference for a pre-launch in a hotel by the sea. People from other institutions are invited – distributors, etc. Everyone stays the night in the hotel. Next morning at brunch, everyone reads the news that another company has won a prize for YOUR pre-launch product they used under their own name.