

TEAMBUILDING

Checklist for Teambuilding Activities

General Information

Organization: _____

Team members: _____

Team leader: _____

Budget for teambuilding exercise: _____

Date of teambuilding exercise: _____

Time of teambuilding exercise: _____

Time allotted to teambuilding exercise: _____

Onsite Offsite

Location: _____

Number of participants: _____

The teambuilding exercise will be run by:

The organization An outside company

Name of outside company (if applicable): _____

Goals and Objectives

Organization's main goal: _____

Top issue facing the organization: _____

Purpose of forming this team: _____

Team's role in achieving organization's goal: _____

Overall purpose of teambuilding exercise: _____

The team will work together:

Permanently

Long-term

Short-term

If not permanently, what is the time frame for this team to work together? _____

Type of Group

The majority of the team members are:

Male Female

Aged 20s to 30s

Aged 30s to 40s

Middle-aged

Seniors

The majority of the team members work together:

In the same department

In different departments

In different buildings

In different company locations

The team members report to:

The same supervisor

Supervisors in different departments

Each other

Other (specify): _____

The team is composed of:

Subordinates

Management or supervisors

Executives

A mix of the above

The roles of individual team members within the organization are:

Name/role: _____

Name/role: _____

Name/role: _____

Name/role: _____

Assessing Issues

The overall reason for this teambuilding exercise is:

Interpersonal conflicts

Lack of focus on goals and objectives

Undefined roles within the team

Poor communication

Unsatisfactory team performance

Other (specify): _____

Survey team members to identify issues. Example:

1. How do you feel about your role in this team?
2. How do you feel about others' roles in this team?
3. How has this team worked effectively together in the past?
4. How have you contributed to this team's performance?
5. How do you feel this team could improve its performance?

Choosing an Exercise

The nature of the exercise will be:

Strictly work-based

Strategic but fun

Just for fun and bonding

Other (specify): _____
