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: ________________________

**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): ________________________

Name/role: ________________________
Name/role: ________________________
Name/role: ________________________
**Debriefing**

*After the teambuilding exercise, the facilitator should:*

- Review the events of the exercise
- Highlight positive teambuilding actions
- Highlight problem areas or actions
- Draw clear connections between the teambuilding exercise and the team’s work environment.
- Emphasize how adhering to positive behaviors exhibited in the exercise will improve team relations at work.

**Review/Follow-up**

Survey team members to evaluate their experience. Example:

Did you feel included and invited to participate?

- Yes  No

Did you believe the exercise helped to improve communication?

- Yes  No

Did the exercise have real-world work relevance?

- Yes  No

Do you feel your efforts for the team were acknowledged?

- Yes  No

Do you believe the team members now have a better understanding of each other?

- Yes  No

How will the team’s progress be maintained and tracked following the teambuilding activity?

- Create a team mission statement or vision
- Distribute a “team agreement”
- Establish “team rules” everyone agrees on
- Implement a plan of action for the team
- Institute a rewards/recognition system within the organization
- Provide a timeline of team tasks
- Survey team members periodically
- Team members will continue training periodically
- Team members will evaluate each other periodically
- Team members will report on progress/performance
- Other (specify) __________

**Additional Notes:**

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The Teambuilding Checklist is a compilation of information obtained through research conducted by Midwest Meetings. It should be viewed as a general guideline. Other checklists are available to download at www.midwestmeetings.com.