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## Suggestions for Using the “**Team-Building Response Sheet**”

### **Objectives:**

- Clarify and discover each team member’s reactions, opinions, and thoughts about the team, job, and organization
- Learn more about other team members’ reactions, opinions, and thoughts
- Build trust and openness on the team
- On virtual or dispersed teams, build a sense of connection that is hard to achieve in the absence of face-to-face contact

### **Intended Audience:**

- Members of any functional work team
- Any facilitator, manager, consultant, or HR professional leading a team through trust-building or feedback activities

### **Processing the Activity:**

- State purpose of activity. In-person groups do not have to write answers down; they can simply discuss responses orally. That would also work for Skype or video or teleconference, but they also can be e-mailed.
- Structure will change depending upon proximity, but have people discuss responses.
- Discuss some responses in the whole group afterward.

### **Questions for Discussion:**

- What information or responses were the most surprising or interesting to you?
- Which were easiest for you to answer? Which were most difficult?
- What’s the biggest insight or learning you got about yourself? Your team members?
- For virtual team members, which information here is not helpful?
- What should we do with this learning?
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## Suggestions for Using the “Team-Building Response Sheet” (continued)

### Caveats, Considerations, and Variations:

- The biggest consideration is face-to-face teams or virtual and or global.
- When working face-to-face, the way you divide people (pairs or larger groups) and whether or not you ask them to group with those they know best or least has to do with trust level and your objective.
- Even with those who think they know each other best, there will be new information and surprises.
- Pairs are best when trying to provide safety and security; bigger groups are better when trying to show breadth of differences and perspectives.
- Giving people time to write their answers is helpful for non-native English speakers and more reflective thinkers.
- Another variation on a theme is to take two or three statements from this list and put them on a chart. Depending on the size of the group, have people discuss the questions in small groups. Then you can either get random responses to all of the questions or go around the group and hear from every person present. Here's a sample of how this works:
  1. The best thing about being a part of this team is...
  2. The diversity on this team strengthens us by...
  3. One thing that might improve our team functioning is...