CHECK-IN

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CHECK-IN

Would you rather have the power of invisibility, or be able to fly? Why?

CHECK-IN

What was your first thought when you woke up today?

CHECK-IN

If you could choose your age forever, what age would you choose and why?

CHECK-IN

You've won a million euros, what's the first thing you do?

CHECK-IN

If you could go back in time to yesterday morning, what advice would you give yourself?

CHECK-IN

What advice would you give your 18-year-old self?

CHECK-IN

What's one thing you hope to accomplish today?

CHECK-IN

What amazed or inspired you the most in the past week?

CHECK-IN

What animal are you today?

CHECK-IN

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CHECK-IN

What metaphor would you use to describe this group?

CHECK-IN

What did you have for breakfast today?

CHECK-IN

What the most important part of your morning routine?

CHECK-IN

What would you do if you didn't have to work?

CHECK-IN

What's weighing on your mind right now?

CHECK-IN

What's the coolest random fact you learned lately?

CHECK-IN

What do you need to leave behind for the day to be present?

CHECK-IN

I feel most awesome when…

CHECK-IN

What do you need for today to be perfect?

CHECK-IN

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PURPOSE

SRF

CHECK-IN

What do you really wish you had courage to do?

CHECK-IN

What song are you today?

CHECK-IN

Cats or dogs? Why?

CHECK-IN

Show your mood without saying a word

CHECK-IN

What color are you today?

CHECK-IN

Describe your state of mind in one word

PURPOSE

I DO ARRT

🕐 **5-10 min**

Ensure productvity and effectiveness of any group work session by defining these parameters beforehand:

Intention
Desired **O**utcome
Agenda
Roles
Rules
Time

CHECK-IN

CHECK-IN

What's your favorite food at the moment?

TEAM
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TEAM

Mapping Team Culture
🕐 **30-60 min**

Create 3 columns titled:
1. Behaviour,
2. Outcomes,
3. Enablers and Blockers.
Start from the top, continue to fill out what the outcomes of the behaviors are and finally discuss what this enables or disables.

TEAM

Who, What, When
🕐 **5-60 min**

Create 3 columns and start by filling out the participants names. Connect every person with a task and let them explain their plan to complete it. Review if there are any imbalances.

TEAM

Campfire
🕐 **30-60 min**

Brainstorm 10-20 phrases you can use as keywords for a storytelling session revolving around work related experiences. Stories of trial and error are encouraged to learn and gain insights from each other.

TEAM

Stinky Fish
🕐 **5-20 min**

Pass this card around to every member of the group.

The person holding the card shares fears, anxieties or uncertainties regarding the project.

TEAM

Self-Assessment
🕐 **30-60 min**

Explore your teamwork with a structure that encourages transperancy.

Every participant writes down their thoughts in relation to some or all of the following:
1. Team Relations & Environment
2. Information & Decision-Making,
3. Responsibility & Accountability ,
4. Learning & Individual Purpose
5. Collective Purpose
6. Profit & Productivity

TEAM

🕐 **_____ min**

TEAM

🕐 **_____ min**

TEAM

🕐 **_____ min**

TEAM

🕐 **_____ min**

IDEATION

Mash-Up
🕐 **30-60 min**

Brainstorm around 3 different areas (eg: technologies, human needs, and existing services). Set a tight timeframe and rapidly combine elements from the areas. Present the favorites to the group.

IDEATION

Dotmocracy
🕐 **5-30 min**

Speed up your progress by democratizing selection process. When a team struggles to choose the right idea create a post-its with one idea each. Every participant gets three dots to use to choose idea(s) they like the most. The idea with the most dots wins.

IDEATION

Speed Dating
🕐 **10-29 min**

Gather around a table and place a big piece of paper in the middle (for tips on digital use scan READ MORE). Set a timer for 1 minute intervals. Start by putting down as many ideas as possible in your own section. At the end of every interval, rotate the group and continue to build on other's ideas until you've completed a rotation.

IDEATION

Brain Dump
🕐 **10-20 min**

Set a timer and give the participants space (eg. piece of paper or google doc) to write down their ideas. Have them put down as many ideas as possible in the timeframe set. Think more about quantity rather than quality. When the task is finished collectively trim the volume of team's creations. Tip: For the last stage you can use a selection tool like Dotmocracy

IDEATION

How might we
🕐 **10-20 min**

When facing a challenge embrace the problem solving mindset. Describe the problem or challenge in one sentence and then let participants rephrase the statements using a solution-first approach by addding "How might we..". Each new statement should open doors for a variety of solutions.

IDEATION

Crazy 8
🕐 **10 min**

Set a timer for 8 minutes and prompt the participants to sketch 1 idea per minute. when time is up, each participant presents their top 3.
Tip: For the final selection process use a tool like Dotmocracy.

IDEATION

🕐 **_____ min**

IDEATION

🕐 **_____ min**

IDEATION

🕐 **_____ min**

FEEDBACK

Strongest Impression

🕐 **30-60 min**

Build trust and openness while increasing individual self-awareness.
Use the format:
"To _____: My strongest impression of you is…"
"Something I am curious about is…"
"Signed, _____"
Each participant creates a note for every other member and decides whether to read or just pass it.

FEEDBACK

Principles of Feedback

🕐 **30-60 min**

Reflect in pairs on moments, in which feedback has been delivered well and not so well.
On post it notes, add the different methods to two seperate piles,
1. Effective
2. Ineffective
Discuss how you can move forward, only using the "effective" methods.

FEEDBACK

Appreciation Mingle

🕐 **20-40 min**

Every participant gives appreciation to every other member in the group. Can be done sitting down, passing notes or standing and walking around, verbally.
Tip: great exercise to do in a relaxed environment like a work party.

FEEDBACK

Appreciation Train

🕐 **30-60 min**

Participants stand opposite each other in two rows and have 30 seconds to give appreciative feedback to the other person. The group rotates to the right until everyone has given feedback to everyone else.

FEEDBACK

2 Wishes & a Star

🕐 **20-40 min**

Take turns on listening to statements presented by the other participants. The statements should include 2 wishes (what you would like to see from the person) and one star (something you think the person should keep doing). Start with the wishes and finish with the star.

FEEDBACK

Start, Stop, Continue

🕐 **10-20 min**

Take turns on listening to statements presented by the other participants. The statements should start with:
"I want you to start/stop/continue…"
The feedback is passed on in text to the receiver for later revision and reflection.

FEEDBACK

Fly on the Wall

🕐 **10-45 min**

One person turn away from the group facing the opposite direction. The other participants proceed to talk about this person, sharing positive remarks and compliments like they were not in the room.

FEEDBACK

🕐 _____ min

FEEDBACK

🕐 _____ min

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REMEMBER

Put on your empathy glasses. Keep the conversation warm and understand how your teammates feel and what they might need from you.

REMEMBER

Be clear. Your team will probably not be able to anticipate how you really feel unless you communicate it, so be as honest as possible.

REMEMBER

This is a time for clarification, all questions are valid. Remember to ask out of curiosity, not judgement.

REMEMBER

Speak from the "I" and remember not to speak for others.

e.g. when expressing opinions or emotions, always begin the sentence with "I feel/think…" rather than with "We feel/think…"

REMEMBER

REMEMBER

DANCE, DANCE

Start music and one person in the group starts dancing and the others copy. When the song changes, another member in the group becomes the new dance leader. Change the song every 30 seconds. Play enough songs so that each member gets a turn. End by fading out the music and a big cheer.

SYNCED CLAPS

Stand in a circle while each participant forms a "crocodile jaw" with your hands.

Exchange eye contact with everyone in the circle and attempt to clap your hands together simultaneously.

MAZUNGA!

The group stands in a circle and one person starts yelling "MAAAH…" Clockwise it travels around the circle with each person it gets louder and louder. Every person holding it until it gets all the way around and ends with a thundering, collective "…ZUNGA!"

ENERGIZER

DIG DEEP
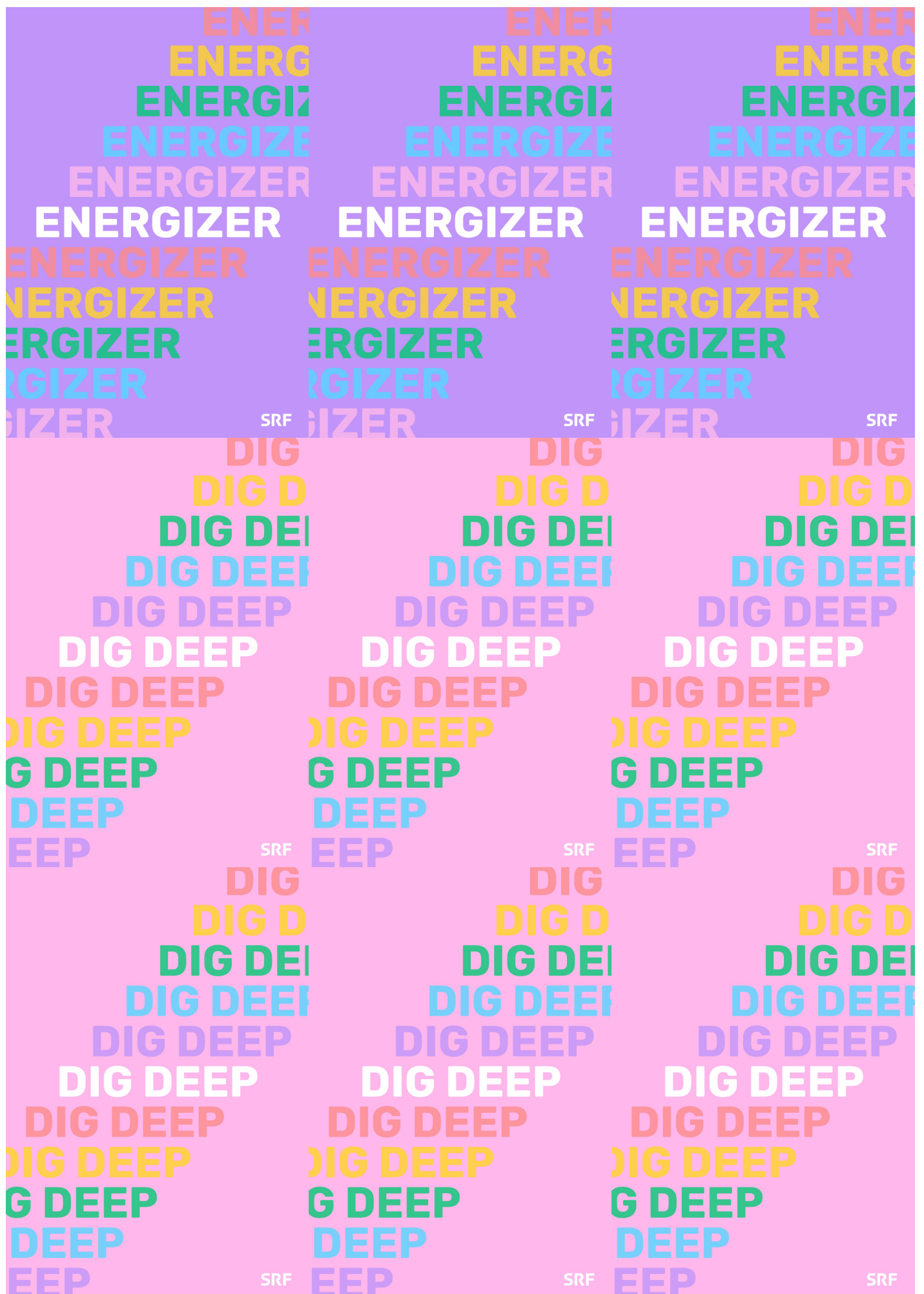
I LOVE U, HONEY

The group forms a circle. One person starts inside and tries to make another participant smile by saying "I love you honey, won't you give me a smile?" The other person must respond, "I love you too, honey, but I just can't smile," without smiling. If they smile they change places and it's their turn make someone smile.

ENERGIZER

ENERGIZER

DIG DEEP

How can I challenge myself next time?

DIG DEEP

Did you ever hold back during the exercise? Why?

Optional: Decide on a time frame to add whatever you missed during the session.

DIG DEEP

What big or small actions can we take to get our new learnings rolling?

How do we start tomorrow already?

DIG DEEP

What problems have occured during this exercise?

How do we identify them in the future and what will we do when they occur?

DIG DEEP

DIG DEEP

REFLECTION

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CHECK-OUT

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CHECK-OUT

What will you do to relax after work?

CHECK-OUT

How did you make an impact today?

Reflection

🕐 **10 - 30 min**

Take 10 minutes individually to answer these questions:

- What happened that affected you?
- How did it make you feel?
- What did you learn?
- How can you apply it in the future?

Take the rest of the time to share in the group.

CHECK-OUT

What film would you recommend watching?

CHECK-OUT

Name 3 things you'd take with you to a desert island?

CHECK-OUT

What did you enjoy today?

CHECK-OUT

If you could have dinner with anyone in the world, who would it be?

CHECK-OUT

Any last words for today?

CHECK-OUT

If my mood was an animal, it would be…

CHECK-OUT

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CHECK-OUT

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CHECK-OUT

Today I want to thank … for …

CHECK-OUT

What surprised you today?

CHECK-OUT

Today I am proud of….

CHECK-OUT

If you could teleport right now, where would you go?

CHECK-OUT

What did you notice today?

CHECK-OUT

What emoji are you today?

CHECK-OUT

What are you going to have for dinner?

CHECK-OUT

What gave you energy today?

CHECK-OUT

Today I learned…

CHECK-OUT

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SRF

CHECK-OUT

What did you create today?

CHECK-OUT

My highlight today was: …

CHECK-OUT

What were your low and high energy points today? Why?

CHECK-OUT

My goal for tomorrow is..

CHECK-OUT

What troubled you today?

CHECK-OUT

How happy are you with yourself today?

CHECK-OUT

What was possible today?

CHECK-OUT

What is your strongest current feeling?

CHECK-OUT

START
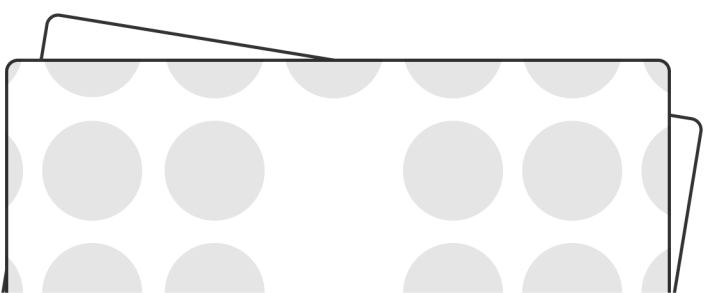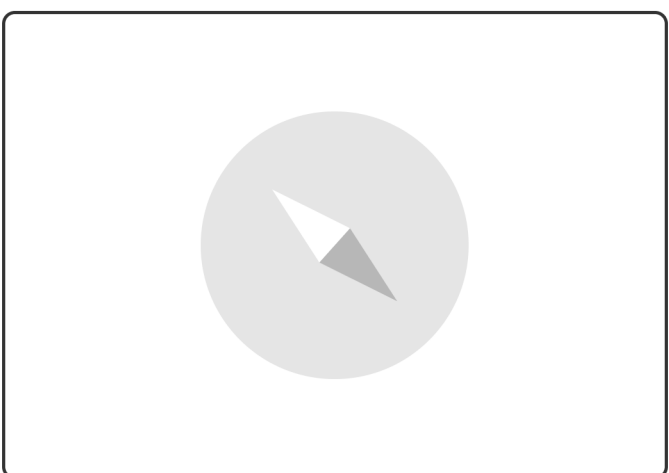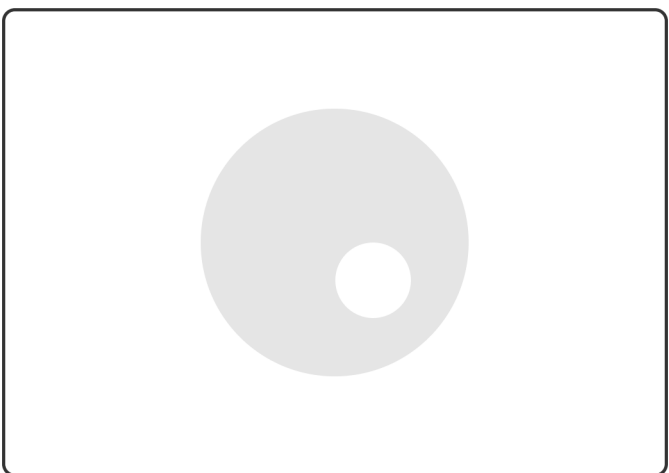
GAMEBOARD "START"
BACKSIDE

FINISH
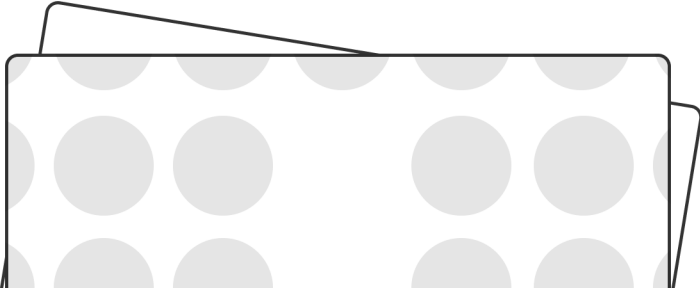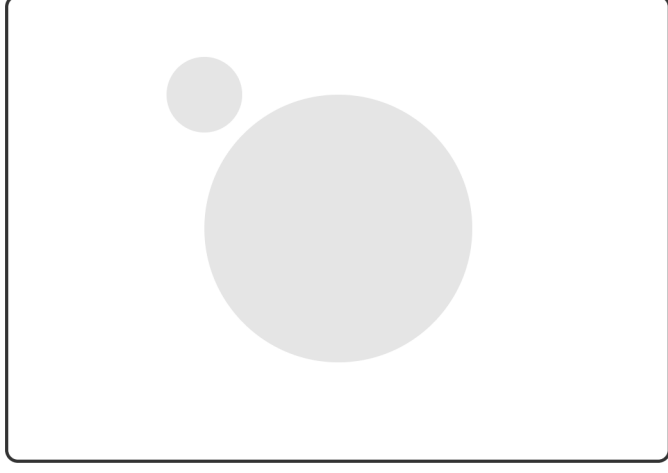
GAMEBOARD "FINISH"
BACKSIDE

SRF Werkzeugkiste

This is a toolbox for anyone who wants to do things more creatively and collaboratively in their team or organization.
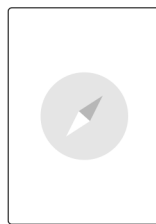
SET IT UP

Online

**Scan me**

werkzeugkiste.netlify.com

Offline
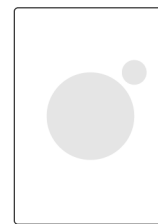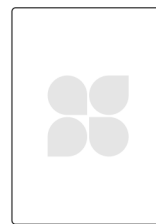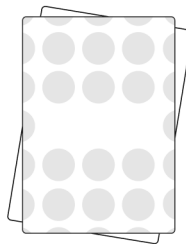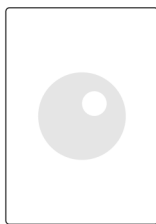
START

FINISH

Place the empty game board on a table and the cards into their decks next to the board.

1. Start by taking a CHECK-IN card. Each person takes a turn answering the question. Then place the card on the first slot.

2. Then take the PURPOSE card to set a framework for what you would like to achieve with the game.

3. Proceed with the main component of the game, the ACTIVITY CARDS. Pick one or more depending on your decided purpose. Place or pile the card(s) in the middle.

4. After the chosen activity card(s) put the REFLECTION card on the board and follow the instructions.

5. Finish off with a CHECK-OUT card. Again, each person takes a turn to answer the question.

THE CARDS
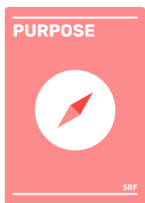
CHECK-IN AND CHECK-OUT

CHECK-IN   **CHECK-OUT**
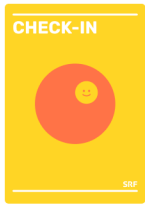
Read the question on the card and let everybody in the group answer

Scan the QR code on the cards to read more. By hovering over it with your phone camera.

PURPOSE

PURPOSE

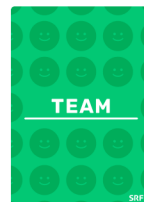Set the framework for what you would like to achieve

REFLECTION

REFLECTION

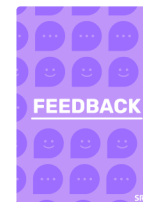Reflect, learn and apply

ACTIVITY CARDS

IDEATION

IDEATION

Amplify innovation with the ideation tools

TEAM

TEAM

Develop your team

FEEDBACK

FEEDBACK

Improve individual performance and team collaboration

WILD CARDS

REMEMBER

REMEMBER

Helpful tips for smoother and more efficient team work

Play me after the PURPOSE CARD

ENERGIZER

ENERGIZER

Energy boosts to increase productivity and engagement

Play me in between ACTIVITY CARDS

DIG DEEP

DIG DEEP

Go deeper into learning and developing

Play me after the ACTIVITY CARD(S)

Play as many WILD CARDS as you would like throughout the game.

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SRF