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| Activity Provide a detailed description of the team-building activity or event. |
| For example, "The Escape Room Challenge" - A team-based problem-solving activity in which participants work as a team to escape a themed room within a set period of time. |
| Goals List the specific objectives and desired outcomes of the activity. |
| **For example,**   * Team members should improve their communication skills. * Improve teamwork and problem-solving skills. * Build a sense of trust and collaboration within the team. |
| Logistics Include all logistical information such as location, date, time, and materials needed. |
| **For Example:**   * **Location:** 1 City Road, Birmingham, West Midlands, B1 1AB * **Date:** 25th September 2024 * **Time:** 11:00 am -05:00 pm * **Materials Needed:** A venue provided team-building kits. |
| Facilitator Name the person responsible for leading the activity. |
| As an example, we have got: Mr Joe Blog - Technical Vice President |
| Reflection Outline the plan for a reflection session to discuss lessons learned and team insights. |
| **For Example:** Debrief the team for 30 minutes after the activity to discuss what went well, what could be improved, and key takeaways. |