**Team Building Activity Planner**

**Using Microsoft Word:**

1. **Document Structure**:
   * **Title**: Team Building Activity Planner
   * **Sections**:
     + **Activity**
     + **Goals**
     + **Logistics**
     + **Facilitator**
     + **Reflection**
2. **Template Layout**:

**Title: Team Building Activity Planner**

**Activity**:

* + **Description**:
    - (Provide a detailed description of the team-building activity or event.)
  + **Objective**:
    - (Outline what the activity aims to achieve for the team.)

**Goals**:

* + **Objective 1**:
    - (Describe the first objective.)
  + **Objective 2**:
    - (Describe the second objective.)
  + **Objective 3**:
    - (Add more objectives as needed.)

**Logistics**:

* + **Location**:
    - (Specify the venue or location of the activity.)
  + **Date**:
    - (Provide the scheduled date for the activity.)
  + **Time**:
    - (Indicate the start and end time.)
  + **Materials Needed**:
    - (List any materials or resources required.)

**Facilitator**:

* + **Name**:
    - (Identify the person responsible for leading the activity.)
  + **Role**:
    - (Briefly describe their responsibilities.)

**Reflection**:

* + **Lessons Learned**:
    - (Plan a session to discuss what was learned from the activity.)
  + **Insights**:
    - (Gather insights about team dynamics and performance.)
  + **Future Suggestions**:
    - (Discuss suggestions for improving future activities.)

1. **Formatting**:
   * Use bullet points or numbered lists for each section to maintain clarity.
   * Create headings for each section to distinguish between different parts of the planner.

**Using Microsoft Excel:**

1. **Spreadsheet Structure**:
   * **Columns**:
     + **Activity**: Details of the team-building activity.
     + **Goals**: Objectives and desired outcomes.
     + **Logistics**: Location, Date, Time, Materials Needed (with possible links).
     + **Facilitator**: Assigned person and their role.
     + **Reflection**: Notes on lessons learned, insights, and suggestions.
2. **Template Layout**:

| **Activity** | **Goals** | **Logistics** | **Facilitator** | **Reflection** |
| --- | --- | --- | --- | --- |
| Activity 1 | Goal 1, Goal 2 | Location, Date, Time, Materials Needed | Name, Role | Lessons Learned, Insights, Suggestions |
| Activity 2 | Goal 1, Goal 2 | Location, Date, Time, Materials Needed | Name, Role | Lessons Learned, Insights, Suggestions |
| ... | ... | ... | ... | ... |

1. **Details**:
   * **Activity**: Provide a detailed description of each activity.
   * **Goals**: List the objectives and desired outcomes for each activity.
   * **Logistics**: Include details about location, date, time, and any materials required. Use hyperlinks if needed.
   * **Facilitator**: Identify the facilitator for each activity and their responsibilities.
   * **Reflection**: Add notes on what was learned, team insights, and suggestions for improvement.
2. **Formulas/Links**:
   * Use hyperlinks for materials or resources in the Logistics column.
   * Optionally, use conditional formatting to highlight key details or upcoming dates.
3. **Review and Share**:
   * Ensure all columns are filled out correctly and completely.
   * Save and share the spreadsheet with relevant team members.