

Team Up!

Compact and effective activities for building,
strengthening and stretching working relationships



How to use the Team Up! eBook

Want to create change in your team? Get everyone involved! Our Team Up! eBook is full of activities that will help you increase recognition, teamwork, improve customer service, and engage participants in fun and effective learning experiences.

Some of these are one-time activities whereas others create an ongoing program, which eventually stops being a program and becomes the way your group operates. All the ideas in this book have been field-tested and refined by more than 60 practitioners, so you know they work!

Each activity describes the goal, the number of people who can participate, an approximate length for the activity, and props you will need. Some of the props are exclusive Baudville products while others you can find in your local store.

We've divided the eBook into six chapters that you can download separately. That way, you only get the activities you're interested in. Download them all and be prepared for any activity!

Chapter 1: Recognition

Chapter 4: Milestones

Chapter 2: Team

Chapter 5: Icebreakers

Chapter 3: Customer Service

Chapter 6: Energizers

Whether you incorporate an activity into your everyday routine or use them sparingly, we hope these ideas inspire your team!

*“Together we succeed,
with everyone giving their all. Our team achieves its goals,
and becomes more impressive every day!”*

About Baudville

Baudville, the place for daily recognition, continues to be the leading innovator in day-to-day recognition solutions. Baudville's day-to-day recognition solutions appeal to today's increasingly diverse workforce with contemporary designs and relevant messaging, motivating and engaging workplaces world-wide. Baudville has been declared one of the best companies to work for in its area and strives to create the ultimate work experience for its employees. For more tips and ideas to create a positive culture, visit the [Baudville Recognition Resource Center](http://Baudville.com) on Baudville.com.

CHAPTER TWO

TEAM

Essence of Team

Goal: To identify elements of successful teams and to energize teams.

Number of people: 6-20.

Time: 15 minutes to 1 hour, depending on the number in the group.

Props: Flip chart and markers, [certificate seals](#).

Step-by-Step:

1. Ask participants to think of a time when they were part of a team which was both successful and rewarding.
2. Draw a vertical line down the length of a flip-chart page. Write “Successful” and “Rewarding” at the top of the two columns and underline them.
3. After each person tells her story, the leader asks the group to name one- or two-word characteristics which made the team successful and/or rewarding. Record these characteristics on your sheet (expect words like “goals,” “open communication,” “reward at the end,” etc.).
4. Ask “What behaviors can we try in the next five days to create this experience for our team?” Record answers on second sheet.
5. Make plans to meet one week later to report behaviors which have been “spotted,” and record them on the sheet (from step 4).
6. Ask each person who reports a behavior to place a certificate seal next to the comment on the paper, and initial.
7. Give recognition to those reporting and doing the behaviors.
8. As a group, schedule another date and time to repeat steps 5-7.
9. Post the flip-chart paper in your work area as an everyday reminder.

Poster Power

Goal: Recognize individual behaviors which support team values.

Number of people: 2 to 20.

Time: 15 minutes per weekly meeting, then one minute per person per week.

Props: Gold mini seals, sticky notes.

Step-by-Step:

1. Select teamwork themes for months one and two. Select which one to use first.
2. Create posters to display the themes in your office.
3. Distribute sticky notes and ask team members to record their own behaviors which support the team value defined by the poster they've selected.
4. Each person is asked to PRINT so that others won't recognize her handwriting. Notes should be posted anonymously right onto the front of the poster.
5. One week later, bring the poster into the meeting room, or gather around the poster as it hangs on the wall. Take turns pulling one note off and reading it aloud, having team members guess who wrote this note.
6. Ask the owner of the note to come clean by saying "Mine!"
7. The owner of each note then signs it and presents it to the manager of the group.
8. The manager keeps all the notes, and over the next 48 hours, adds her note of recognition for this behavior (using back of note if needed), then adds a gold mini seal, and personally gives it back to its owner. This provides double-time recognition for behaviors which support team values!
9. While the group is together, ask them to select two more posters for the next two months' themes, then repeat steps 2-8.

ePraise Tips

Goal: Building teamwork.

Number of people: 3 to 20.

Time: 20 minutes.

Props: Baudville's free ePraise®, 10 colors of marking pens, Milestone Charms, and Milestone Cards.

Step-by-Step:

1. Go to Baudville's Recognition Resource Center. Print the article "[How to Write a Recognition eCard](#)" and bring a copy for each member of your team to a meeting.
2. Review the 25-block chart, ask each team member to select two blocks (first come, first served), that contain a word or phrase that describes the behavior of two of his team members. Team members "claim" blocks by writing the name of a team member in it in colored marker.
3. When everyone's finished, team members take turns stating the behaviors they have observed which prompted them to match the individuals to the squares.
4. Announce that when all 25 squares have at least one name written in them, all team members will receive Milestones and Milestone Cards.
5. At the next meeting of this team, repeat steps 2 and 3. It's O.K. to place two or more names in the boxes now.
6. Ask the group's permission to display the chart in your department, and decide where to put it.

Make Change Where You Work

Goal: Start a chain reaction of praise, emphasizing “change for the better.”

Number of people: 3-22.

Time: 5 minutes to explain; 30 seconds per person per day.

Props: Cheerful Change™ coins, note cube.

Step-by-Step:

1. Fill a bowl with your choice of Cheerful Change coins. Bring the bowl and the note cube to your next team meeting. Explain to the team that this is the bowl for “making change,” and that the goal is to change to a more positive, helpful culture.
2. Explain to the team that whenever they see someone doing something that contributes to the team’s goals, or helps a teammate, or makes things easier for a customer, they should write that person’s name and what they did on a note and place it in the “Making Change” bowl. Then they take a coin from the bowl and give it to that co-worker, thanking them for the specific action that is making the workplace change for the better. Example: “You have demonstrated positive change for us by creating this customer service form, so I want to give some cheerful change to you.”
3. When a team member receives a coin, he should look for someone else doing something helpful and pass it on, being sure to write what they did on a note and place it in the bowl.
4. When the bowl is empty of coins, celebrate with a lunch at the next team meeting. Ask everyone to bring back their coins to refill the bowl and begin again. When the coins are returned to the bowl, remove the Post-It notes and say, “Let’s find out how we made change.” Then ask everyone on the team to pick a note and read it. This allows them to re-live the helpful behavior and the recognition given for it.

Chili Cook-off: Eat the Heat

Goal: Teambuilding and good eatin’.

Number of people: Unlimited.

Time: One long lunch hour.

Props: Chili-decorated **certificates**, badges for judges, aprons for chefs (they may bring their own or you may furnish).

Step-by-Step:

1. Choose a date for a Chili Cook-off Contest. Publicize the date and invite all associates to submit entries in different categories, such as: Red and Green; Traditional and Non-Traditional; Red Meat, White Meat, No Meat; With Beans and No Beans.
2. Encourage entrants to bring their own favorite chef’s aprons to wear during the whole workday just for fun.
3. Prepare all the “fixins.”
4. Select lucky associates (based on a performance you want to recognize) to be judges, and ask them to wear badges.
5. Criteria for judging:
 - a. Flavor
 - b. Appearance
 - c. Texture
 - d. Aroma
6. Proclaim the category winners and designate all other entrants as runners-up to recognize them for their culinary contributions.
7. Write winners’ names on certificates, mount on Award Boards, and present.
8. Pose all the chili chefs and judges for a smiling photo for your bulletin board and newsletter.
9. Eat the heat!



School News

Goal: Easy communication with students.

Number of people: Unlimited.

Time: 10 minutes.

Props: Certificate paper; border paper.

Step-by-Step:

1. To communicate quickly with all students or employees in your building, make attractive certificates and signs.
2. Use bright colors and graphics to catch their busy eyes.
3. Post the certificates next to wall clocks, for 100% viewership!
4. Additional uses:
 - a. Class start and finish times
 - b. Work schedules
 - c. Awards for students
 - d. Recognition for staff or employees

Trust and Teambuilding

Goal: Demonstrate how trust is gained or lost in a team.

Number of people: 3-20.

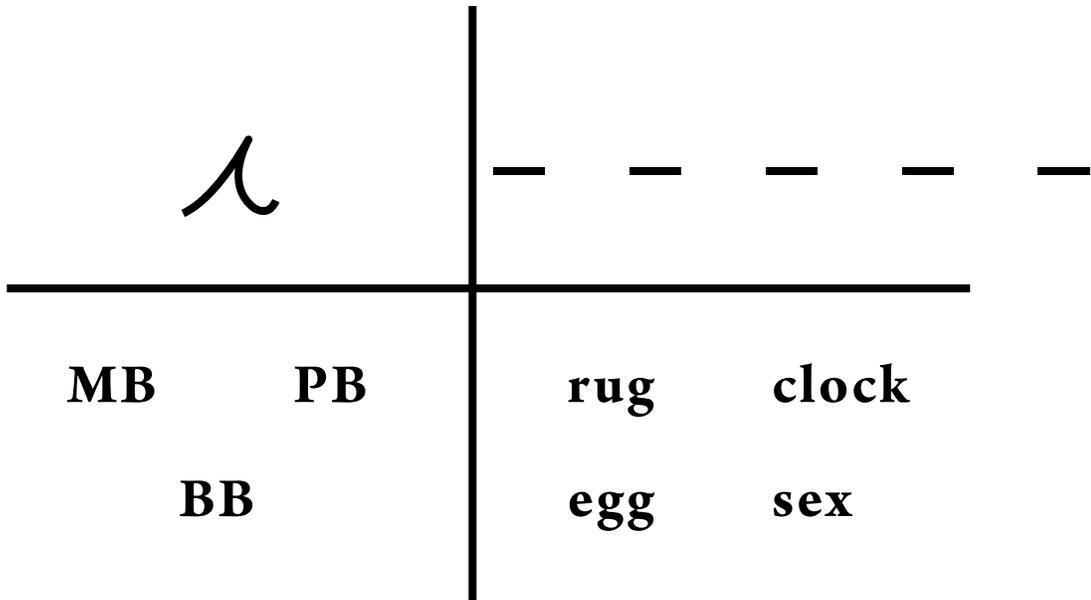
Time: 20 minutes.

Props: Flip chart and markers, Test 1 and Test 2 sheets, one per person.

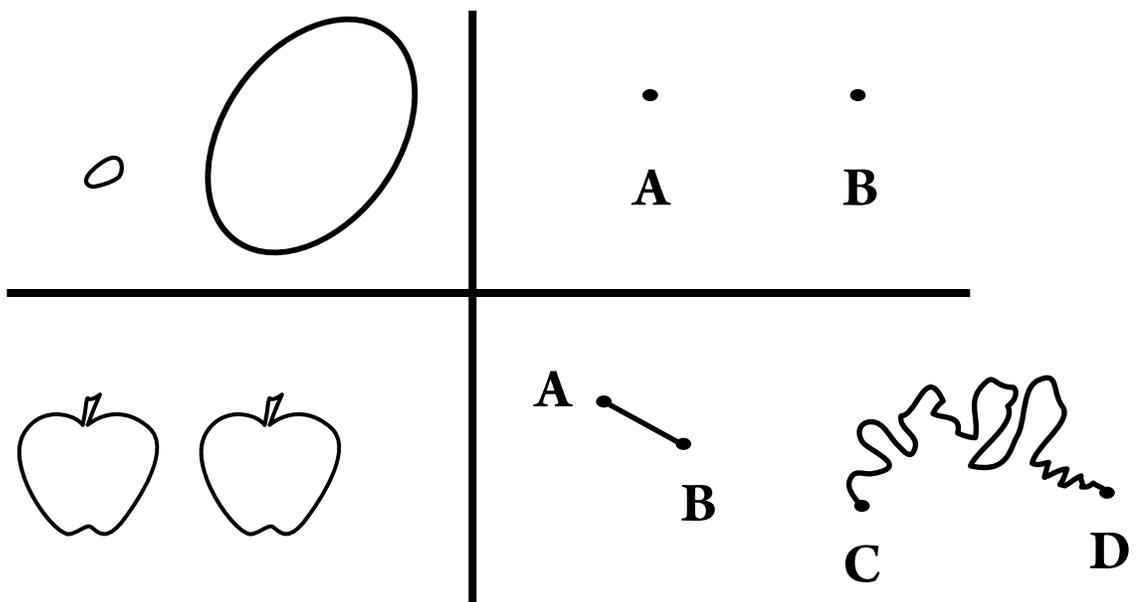
Step-by-Step:

1. Draw Test 1 and Test 2 on separate flip chart pages.
2. Make separate test sheets (8 1/2" x 11") for 1 and 2, and distribute.
3. Show Test 1 and instruct the group using these exact words:
 - a. "Put a dot on the 'I.'"
 - b. "Write the word 'trust' in the spaces."
 - c. "This is Mama Bull, Papa Bull, and Baby Bull. If Baby Bull gets sick, which parent will he go to? Circle your answer."
 - d. "Circle the word in the bottom right quadrant. that doesn't belong with the other three."
4. Ask them for their answers, then show correct answers by:
 - a. Drawing a dot right on top of your vertical mark (not above it).
 - b. Writing "trust" in the SPACES, not on the "underline" marks.
 - c. Circling "Papa Bull." There's no such thing as "Mama Bull."
 - d. Circling the word "sex." "You can beat a rug, a clock, an egg, but you can't beat sex."
5. Display Test 2 and give each person a copy. Instruct the group with these words:
 - a. "On the left is a pea; on the right is a watermelon." Circle the larger one."
Wait. You'll notice people hesitate to make a choice.
 - b. "Draw a line from A to B." Wait. People will hesitate.
 - c. "How many apples are there? Write your answer below."
 - d. "Which line is longer: A to B, or C to D?" Hesitation.
6. Say, "The correct answers are the obvious ones; no tricks." Circle each answer.
7. Ask why they were reluctant to make choices. They'll respond with something like, "You tricked us! We've been burned." Discuss how this applies to trust in the team:
 - a. "Once criticized for something, we won't take chances again."
 - b. "How can we make sure this doesn't happen with our group?"
 - c. "Do we 'catch' people doing something incorrect and point it out?"
 - d. "What can we do instead?"

Trust & Teambuilding Test 1



Trust & Teambuilding Test 2



New Orleans Jazz Brunch for Teacher Motivation

Goal: Give teachers support and a boost with recognition, fun, and food.

Number of people: Limited only by the size of your cooking pots.

Time: 2-3 hours to prepare, 2 hours for fellowship and fun.

Props: Food, storyteller, Jazz band, tuxedo, evening dress, chef's hat or fancy apron, [Cheerful Change™ Coins](#), seed packets, tickets for door prizes, houseplants, or other door prizes.

Step-by-Step:

1. The week before an important event (such as state testing), invite teachers to a “Breakfast of Champions” New Orleans-style meal where you, or a really great friend, cook!
2. Ask parents to volunteer to fill in for teachers, giving them time off to attend.
3. Wear a tux or evening dress, or chef's hat and fancy apron.
4. Arrange for a jazz band to entertain.
5. Present teachers with seed packets, symbolizing the way teachers plant the seeds of knowledge in their students.
6. Invite a storyteller to entertain (The Rainbow Fish, a children's book about sharing, is a good one to read).
7. Tell the teachers how important their work is and present them with a coin.
8. Hold drawings for houseplants or other door prizes.
9. Listen, dance, eat, laugh.

The Maze

Goal: To teach the importance of cooperation over competition.

Number of people: 4 -12.

Time: 1 hour.

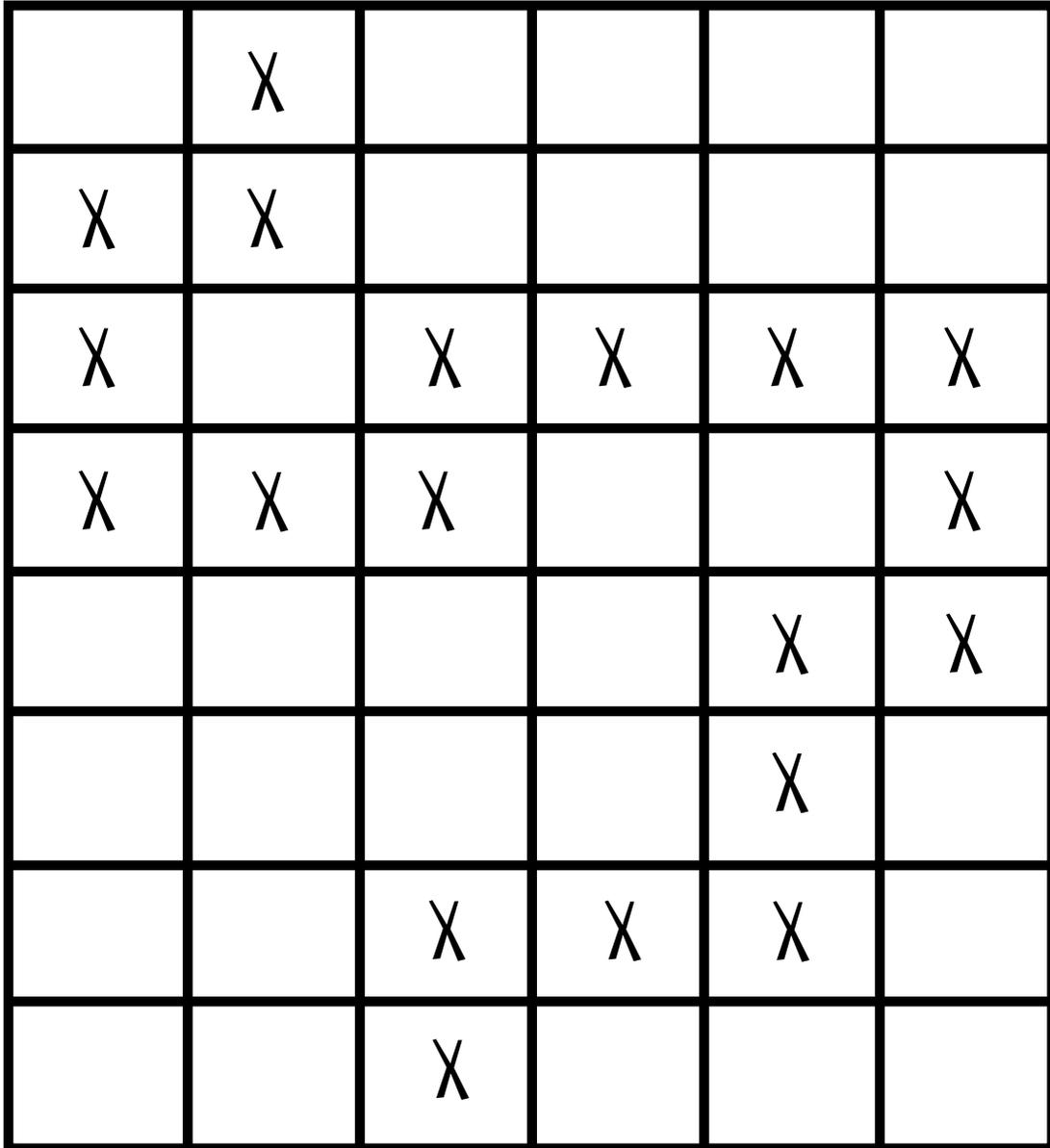
Props: 8' x 10' tarpaulin (preferably water-resistant material), duct tape (a color which contrasts with the color of the tarpaulin), noisemaker such as a tricycle horn, and the maze solution.

Step-by-Step:

1. Use duct tape to create “checkerboard” squares on one side of the tarp. Make 48 squares (8 x 6). Along the 10-foot edge of the tarpaulin, make 7 marks (left to right) at 17”, 31”, 45”, 59”, 73”, 87”, and 101”. These become the “centers” for applying long strips of duct tape across the tarp. Along the 8-foot edge, repeat with 5 marks for applying tape. These do not need to be exact, and squares along outer borders will be a bit larger.
2. Make a copy of the following page to use as your “solution” to the maze.
3. Spread the tarp on the floor or grass and ask your group to gather around.
4. Explain that the goal is for every person to walk across the tarp, using the one and only path that will work, which only you know. They will have to figure out, by trial and error, one square at a time, the correct path. They may step only onto adjoining squares: forward, sideways, or backward. No diagonal steps and no skipping over squares. Participants may coach each other by using body language only. No talking. No “dropping breadcrumbs” or marking squares.
5. Explain that the first person will stand at the “narrow” (6-square) end of the tarp and begin by stepping on one of the squares. If she has picked the right square, she’ll be allowed to stay on it and choose another square. If not, you honk the horn, and she steps backward off the tarp. Another person will try, then another, until someone gets the right square. When a person is “honked,” he must step backward off the tarp, and another person try his exact path until she is “honked.”
6. Once the entire correct path is discovered through trial and error, all other group members must travel the path correctly.
7. Give them 10 minutes to make a plan before silence is imposed.
8. Go! (It will take 10 to 25 minutes, depending on group size.)
9. After everyone is across, ask, “How would you have behaved differently if my instructions had been: ‘First person across wins.’?”
10. Insights: Teamwork is helping others succeed, not trying to be best or first.

Maze Solution

FINISH



START

Off the Hook

Goal: When a co-worker makes a “good catch,” learn to avoid shooting the messenger.

Number of people: 2.

Time: 10 seconds.

Props: None.

Step-by-Step:

1. To make sure you don't accidentally punish co-workers who come to inform you of problems (not whining: you, of course, know the difference); prepare some phrases to use when you respond to their news. Here are a few to get you started:
 - a. “Good catch.”
 - b. “It’s great that you told me so we can get crackin’ on fixing it.”
 - c. “I’m so glad you’re on top of this so early.”
 - d. _____
2. When a co-worker confesses his own mistake along with informing you of his plan to correct it, let him off the hook by letting him know he’s not the only one who has ever made a mistake around here. Be sure to put your focus on the fact that he has caught the error and is taking the initiative to fix it. Sample supportive phrases (say them with a smile):
 - a. “I hate it when I do that!”
 - b. “I do that about once a week.”
 - c. “Now I know it’s O.K. for me to make mistakes.”
 - d. “If that’s the worst thing you do this week, you’re a good guy!”
 - e. _____
3. Your reward will come when your co-workers follow your lead and take care to let you off the hook when your time comes!



Talent Search

Goal: Find more qualities to appreciate about team members.

Number of people: 8-16.

Time: 15-30 minutes, depending on group size.

Props: Index cards, masking tape.

Step-by-Step:

1. Distribute an index card to each person.
2. Ask them to think of a hidden talent they have. We're not looking for elaborate talents such as artists or musicians, but for "everyday" talents such as: Always on time, smile a lot, good listener, soccer coach, good with numbers, can fix things, have clean closets, organized, makes great pies, etc.
3. Ask them to PRINT (to disguise handwriting) this talent on their card, keeping it hidden from others. Do not sign names.
4. Collect the cards, mix them up, and tape them around the wall.
5. Ask everyone to take a pen with him and walk around, looking at each card. They are to guess whose card each one is, and write the name of that person on the card. Everyone guesses on every card.
6. When all have written their guesses, ask everyone to stand next to their cards. Each person takes turns "coming clean," reading her talent, and telling the group how many people guessed correctly.
7. As leader of the group, make a card of your own, so you can join in the fun and share more fun facts about yourself.
8. You can do it again a week or two later, asking everyone to choose a different talent to reveal.

7 Ways to Get People to Meetings On Time

Goal: Create the culture of “on-time” meetings in your team.

Number of people: 7-21.

Time: 30 minutes.

Props: None.

Step-by-Step:

1. As a kickoff when you form a team, or to create new “on-time” behaviors among your co-workers, lead this fun activity to create awareness of the importance of starting meetings on time for:
 - a. Respecting others’ time
 - b. Time management
 - c. Getting things done in meetings
2. Distribute copies of the following points:
 - a. Start exactly on time, even if there’s only one other person present. Become known for it.
 - b. Close the door at start time.
 - c. Distribute a concise agenda 48 hours before the meeting, including times set for each agenda item. Post it (large copy) in the meeting, and refer to it when you need to get back on track.
 - d. Get into the agenda right away, with no more than 15 seconds of small talk.
 - e. Put the most important agenda item, or most interesting news, first on the agenda.
 - f. End the meeting at least one minute before the announced ending time.
 - g. Schedule short meetings (30 minutes instead of an hour). Remember Parkinson’s Law: “Work expands to fill the available time for its completion.”
3. Ask individuals, pairs, or trios (depending on the number in your group) to select one of these seven points to:
 - a. “Sell” to the rest of the group today (give 10 minutes to prepare).
 - b. “Enforce” in future meetings with positive recognition when the on-time behaviors are exhibited, not just “zapping” for infractions.
4. After a few meetings, groups may switch to a different point for enforcing.
5. Celebrate your new on-time attendance with food and a humorous discussion of “the old days,” before we became so famously “on time.”

Follow the Money

Goal: Demonstrate the influence of positive recognition on success.

Number of people: 6-18.

Time: 30 minutes.

Props: Dollar bill.

Step-by-Step:

1. Arrange seating in a circle or around a U-shaped table.
2. Ask a volunteer to leave the room, telling her that when she returns, she will be the hunter to find a hidden object.
3. Ask the remaining group for ideas on where to hide a dollar bill, with the criteria that it be challenging but possible to find. Hide the dollar.
4. Instruct the remaining group that you want them to use three different responses to the hunter, in three one-minute time periods.
 - a. First minute: do not look at the Hunter nor speak. Complete silence. Look at your shoes, close your eyes, stare at the floor, etc.
 - b. Second minute: as the hunter moves around the room, say “cold” each time she moves further away from where the dollar is hidden. No mention of “warmer” during this minute.
 - c. Third minute: say “warm” when she moves closer, and “cold” when she moves further away.
 - d. Tell them you will signal them after each minute by walking across the room.
5. Bring the hunter in. Say, “We’ve hidden a dollar bill. Find it and it’s yours.”
6. After she finds it, lead a discussion with the group:
 - a. Ask the hunter: “How did you feel during the first minute?” Second? Third?
 - b. You may need to tell her what the group’s instructions were to help her sort out their responses during each minute.
 - c. Ask the group, “How is this like working on a team?”
 - d. “What happens when we don’t get any feedback?”
 - e. “How do we feel when we’re told only when we’re not on track (colder)?”
 - f. “What happens to our ability to succeed when we’re told both when we’re off-track and when we’re on track (warmer)?”
 - g. “How does this (hearing both) affect our morale?”
 - h. “In what situations in our department can we become better at giving each other ‘warmer’ feedback as well as ‘colder’?”

Pat on the Back

Goal: Quickly give fun recognition to fellow team members.

Number of people: 25.

Time: 10 minutes.

Props: Paper, “non-bleed” markers, masking tape or clear tape.

Step-by-Step:

1. At the end of a team or department meeting, ask each person to tape a piece of paper to his back.
2. Each team member takes a marker and writes something they appreciate about other team members on the papers on their backs, such as:
 - a. A contribution the person made in the meeting
 - b. A valuable contribution they’ve made to the team in the last two weeks
 - c. A skill the person has
 - d. An example of how she has helped co-workers
 - e. _____
3. After the fun and laughter subsides, let everyone take their papers off and read them, or they can choose to leave them on their backs for other co-workers outside the team to see.
4. People are often pleasantly surprised by how their colleagues view them and often discover overlooked talents in themselves!
5. Most people will post the papers at their desks or work stations for the world to see.