

# How To Get The Most From Your Team Building Event

Over the years we at Atlanta Challenge have noticed certain trends that help make an event more successful. Here are some basic tips to help you get the most out of your team building event.

## 1. Have a clear purpose

A successful event needs a clear goal, even if the goal is to just have fun. Take the time to clarify what kind of experience you want your people to have, and what lessons you want them to walk away with. One of our facilitators can do a needs assessment with you to help identify key themes. It may also be a good idea to do a team assessment to identify areas to focus on.

## 2. Schedule your event for maximum results

### Early in week vs. late in week

- ◆ If this will be a celebration event, do the team building segment at the end of the week/ conference.
- ◆ If the goal is to create a new dynamic with the team, do the team building session early in the week so that the “after glow” becomes habit during the week.

### Before a meeting vs. after a meeting

If your team building will be part of a longer meeting it is important to insert the team building session at the right point.

- ◆ If there will be a lot of information given to the group, do the team building in the middle so that participants get a break, or at the end so that folks leave on a high note.
- ◆ If you want a lot of group involvement in the meeting, do the team building session first to loosen everyone up and get the creative juices flowing.
- ◆ If the team building segment will be a motivational piece, then put it near the end.
- ◆ If you want a more physical event, then do the meeting first!

## 3. Keep the momentum

Provide follow up materials and review sessions for more content focused events (we can provide these). For fun events, circulate pictures (we can take lots of them) and team prizes.

## 4. Plan Well *(also see our Team Building Planning Checklist)*

- Check proposed date for potential conflicts.
- Confirm date with vendors and venue.
- Travel and lodging arrangements made for the out of town participants.
- Food, beverage & snack arrangements made.
- Event details communicated to attendees.
- Transportation plan set up (car/van pool, bus, drive solo, etc.).
- Prizes purchased.

