

Team Building Workshop Outline

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Objective:

To enhance teamwork, communication, and collaboration among team members.

Workshop Agenda:

- **Introduction (10 mins)**
 - Welcome and Overview
 - Icebreaker Activity
- **Team Dynamics (30 mins)**
 - Understanding Team Roles
 - Group Discussion
- **Collaboration Exercises (45 mins)**
 - Problem-Solving Scenarios
 - Trust-Building Games
- **Break (15 mins)**
- **Effective Communication (30 mins)**
 - Communication Techniques
 - Interactive Role-Play
- **Action Planning (20 mins)**
 - Setting Team Goals
 - Commitment Agreements
- **Wrap-Up and Feedback (10 mins)**
 - Reflection on the Workshop
 - Feedback Collection

Participants:

[List of Participants]

Facilitator:

[Facilitator Name]

Materials Needed:

- Flip Charts
- Markers
- Sticky Notes
- Handouts

Contact Information:

If you have any questions, please contact: [HR Contact Information]