

# Outline for Departmental Team-Building Exercise

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

## Objective

Enhance team collaboration, communication, and morale among team members.

## Agenda

- **9:00 AM - 9:30 AM:** Welcome and Ice Breaker Activities
- **9:30 AM - 11:00 AM:** Team Challenge 1: [Insert Activity]
- **11:00 AM - 11:15 AM:** Break
- **11:15 AM - 12:45 PM:** Team Challenge 2: [Insert Activity]
- **12:45 PM - 1:30 PM:** Lunch
- **1:30 PM - 3:00 PM:** Reflection and Group Discussion
- **3:00 PM - 3:30 PM:** Closing Remarks and Feedback

## Preparation Required

- Confirm participant attendance
- Arrange necessary supplies and materials
- Set up location for activities

## Notes

Please come prepared for outdoor activities and bring a positive attitude!