

## Design Planning Template

| Steps   | Content / Activity |
|---|--------------------|
| <p><b>Step 1.</b><br/>What is the purpose of the Team Building Event?<br/>(Design aims and outcomes for the event)</p>  |                    |
| <p><b>Step 2.</b><br/>Evaluation<br/>Decide how to measure success of the event – short, medium and longer term</p>   |                    |
| <p><b>Step 3</b><br/>What skills, knowledge or behaviour have been identified as gaps?<br/>(What are team members' needs?)</p>  |                    |
| <p><b>Step 4.</b><br/>Organise skills, knowledge, behaviour identified in step 3 into order of importance.<br/>Attach weighting<br/>(this will help when deciding how much time to spend on each)</p> |                    |
| <p><b>Step 5.</b><br/>Decide on type of event.<br/><br/>Structured / open discussion / facilitated / team member led</p>  |                    |
| <p><b>Step 6.</b><br/>Decide on content which is suitable for team members.<br/>(What activities / procedures are likely to bring change?)<br/>Outline content</p>                                    |                    |
| <p><b>Step 7.</b><br/>Design agenda for the event</p>   |                    |
| <p><b>Step 8.</b><br/>How will action points be followed – up?</p>  |                    |