



**IOL (UK) Limited & Northgate Training**  
EXERCISES, GAMES & SIMULATIONS FOR MANAGEMENT DEVELOPMENT



# The FIVE-in-ONE pack

## Assess that Team!

Short, lively activities to test teamwork and leadership skills, assess individual performance and raise teamwork awareness.

### Choose what you need to focus on:

- *teamwork (forming, storming, 'norming', performing)*
- *setting objectives*
- *planning and organisational skills*
- *monitoring progress*
- *time management*
- *problem solving*
- *leadership skills and styles*
- *individual performance*



**Fantastic  
Va lu e!!  
ONLY**

**£250**

plus delivery & VAT

Timing: 45 minutes for each activity

Numbers: any number of teams of four to six participants



### What it's all about?

This set of activities provides you with a very flexible learning resource with which to examine key team competencies and behaviours in short, active sessions. You can choose to use either one activity at a time for team meetings, assessment programmes and team development courses, or you can use them successively to apply the lessons learned in previous sessions.

Your role as Trainer, or Assessor, is simply to introduce the activity **briefly**, issue a copy of the **Team Brief** to each team and allow them 40–45 minutes to complete the activity. A leader or coordinator may or may not emerge in the

team – or you may wish to appoint one at the start if you are observing leadership skills. The activities each consist of a number of sub-tasks requiring different skills, so in order to complete teams will need to grasp the details of their brief quickly, keep everyone on-board, have a good sense of organisation, prioritisation and delegation - and good control of time.

During the activities you can if you wish use the **Observer's Form** for assessing up to seven categories of team behaviour such as initiating, clarifying, seeking information, making it ideal for recruitment and assessment purposes.

## ASSESS that Team!

The **FIVE** activities allow you to observe, test and assess a full range of team skills in your delegates:

- Understanding a task
- Setting clear objectives
- Delegating tasks
- Taking ownership
- Identifying leaders
- Communicating effectively
- Team roles
- Teambuilding
- Interpersonal skills
- Managing time
- Working under pressure
- Quality work
- Creativity
- Forward planning
- Assertiveness



**All  
team briefs  
supplied on  
CD-Rom to  
re-print over  
and over!!**

**The FIVE-in-ONE pack**  
*Fantastic value at £250* plus delivery & VAT

### ASSESS that Team! Trainers' Comments

*'Assess that Team' - very good value!*

J. Campbell, T&D Manager The  
National Gallery

*Great all-round activities allowing us to  
assess a range of skills.*

UK T&D Manager Household  
Appliance Manufacturing Co

*The activities in 'Assess that Team'  
always produce a great response from  
participants - and they're extremely  
useful in our assessment sessions.*

HR Manager,  
Pharmaceutical Co

### ASSESS that Team! Recent Buyers

Fire Service College  
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Resolution Kent County  
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# The FIVE-in-ONE pack

## Summary of FIVE Scenarios

### 1 Trivial Pursuit

Teams are tasked with:

- devising a board game - basic playing pieces are provided in the pack
- writing some simple rules for how it is played
- designing a poster to market it
- writing a short advertising script
- quoting for producing 1,500 copies of the game (using the costings given)
- Setting a selling price for the finished product

There's a lot to do in quite a short time (although you can omit some of these tasks if you wish). Details of what to look out for and full breakdown of figures to expect are provided in the Trainer's Notes

### 2 Bertram's Bike Ride

Team are asked to:

- put forward plans for a charity bike ride to promote a chocolate bar
- decide on a route using the map provided in the pack
- design a full page advert and a T-shirt according to the branding and positioning information in the team brief

Teams are given some constraints but the task is deliberately a little vague, so there could be problems unless someone gets a grip of the task and defines it well. The route length needs choosing with good sense - to balance the need to earn money (the longer it is the more the money raised) with a realistic idea about how far people can cycle. A range of projections are provided in the Trainer's Notes to gauge the team performance.

### 3 Towering Inferno

The activity attempts to get the point across that often a team is made up of a diverse group of people who have their own skills and attitudes that have to be taken into account by the leader - and everyone else.

The Brief for this exercise is handed to just one person in the team. The others are given a handout describing five sets of behaviours.

One person is primed to be negative, one is very encouraging but doesn't actually 'do' anything; others have various special skills or disabilities (one is blindfolded, another is allowed to use only one arm, another is not allowed to speak etc!).

Part of the Brief tells the leader to involve all members of the team. Is he or she able to do this under the circumstances? What are the difficulties?

Three words of warning

1. don't take this activity too seriously
2. care should be taken when using the masks.
3. the 'disabilities' are included to make point about people having different skills who can work together and help one another to achieve team goals. It is NOT intended to make any points about people with physical disabilities - but in fact it sometimes generates discussion about 'differently able' staff and equal opportunity.

Trainers will judge for themselves when this activity is or is not appropriate as well as ensuring that the lessons that emerge are positive ones about teamwork, and, if appropriate, equal opportunities for all.

# The FIVE-in-ONE pack

## Summary of FIVE Scenarios

### 4 Framed!

This is the most challenging of the tasks. The team is asked to design three types of picture frames of different sizes:

- the frames must function according to the instructions
- three samples at each size level are required (one magazine per team is required)
- from the data supplied about bulk cost of materials teams must work out a price to supply a set number of each size to a potential buyer
- wastage is penalised according to instructions

If they are aware of the process they will realise that wasted material from the larger frame is big enough to use in the next size down and the frames for that middle size frame creates wastage which can in turn be used for the smallest frame. In this way costs can be cut drastically. Expect, therefore, for teams to come out with higher costs than those given below - unless they are smart.

Full calculations are provided in the Trainer's Notes - you are looking for a figure of £20,000 and some samples that fit the spec.

### 5 Working Breakfast

This activity involves teams in a promotional, marketing campaign that means:

- producing a mock-up of a cereal box, as per the details supplied to teams
- providing a good design for the box
- creating an animal or character to be shown on the box
- supplying samples of models and construction steps - to appear on the back of the box as cut-out shapes
- thinking up a slogan to promote the cereal and position it in the marketplace, as per information in the team brief
- calculating the minimum number of boxes that can be made to meet a target cost of 20p per item (on the basis that the more units produced, the cheaper the unit cost)

Full details of the task and all the costs and expected results are supplied in the pack.

### Resources YOU will need to supply

The pack comes with *Scissors / Sticky Tape / Rulers* for four teams. If you wish to run with more teams we can give you a quotation for extras or you can supply your own.

You will also need:

- A4 Paper and scrap paper
- Colour Pens/Pencils
- Calculators
- Flipcharts are useful but **not** essential

**1 Trivial Pursuit:** Card (A2 size) - one sheet per team

**2 Bertram's Bike Ride**

**3 Towering Inferno:** Card (A4 size) Newspapers

**4 Framed!:** Card (A2 size), Colour Magazines such as Sunday supplements

**5 Working Breakfast:** Card (A2 size) - one sheet per team