2 DAYS TEAM BUILDING PROGRAMME

1. INTRODUCTION

Teamwork is the cornerstone of organisational success. This 2-day Team Building Programme is designed to strengthen collaboration, communication, leadership, trust, problem-solving, and workplace relationships among employees. The programme combines structured lecture-based learning with controlled experiential activities to ensure participants understand the concepts before applying them through group challenges, role play, simulations, reflection, and action planning.

2. COURSE OBJECTIVES

- Understand the importance of teamwork, communication, and workplace collaboration.
- Build trust, cooperation, and positive relationships within the team.
- Improve interpersonal communication, active listening, and feedback skills.
- Develop team-based problem-solving and decision-making capabilities.
- Strengthen leadership mindset, accountability, and team motivation.
- Apply practical action plans to improve team performance at the workplace.

3. METHODOLOGY

Methodology	Description
Lecture-Based Learning	Trainer presentation, concept explanation, guided discussion, workplace examples, case study review, and structured reflection.
Experiential Activity	Ice breaking, group activities, role play, team challenges, simulation exercises, presentation, and feedback sessions.

4. WHO SHOULD ATTEND?

- Executives
- Supervisors
- Managers
- Team leaders
- Newly formed teams
- Cross-department teams
- Employees who wish to improve teamwork, leadership, and communication skills.

5. TRAINING NEEDS

- Comfortable sports attire
- Sports shoes
- Writing materials
- Positive participation and team engagement

6. TRAINING HOURS SUMMARY

Category	Total Hours	Remarks
Lecture-Based Modules	8.50 hours	Concept explanation, guided discussion, case studies, workplace application, reflection and action planning.
Experiential Activities	5.50 hours	Ice breaking, team activities, role play, collaboration challenges, simulation and presentation.
Total Training Hours	14.00 hours	Excluding breaks and lunch.

7. EXPANDED COURSE MODULES

Module 1: Registration, Ice Breaking & Programme Introduction

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based + Experiential Activity	Welcome briefing, programme objectives, learning expectations, ground rules, participant engagement, ice breaking and team formation.	Build rapport, understand programme objectives, encourage openness and participation.

Participants take part in a structured ice-breaking exercise to become comfortable with one another and establish initial team rapport. Participants are then formed into small teams.

How the activity is conducted:

1. Introduce themselves and share selected personal or work-related information.
2. Identify common interests or characteristics among team members.
3. Complete a short team-based introductory challenge.
4. Select a team name, identity or representative where appropriate.
5. Establish basic team ground rules for communication and participation.

Skills / competencies developed:

- Rapport building
- Communication
- Openness
- Team participation
- Initial trust
- Relationship building

Module 2: Understanding Teamwork & Team Dynamics

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based	Importance of teamwork, characteristics of effective teams, team roles and responsibilities, team synergy, workplace collaboration, team development stages and common teamwork challenges.	Understand teamwork principles, recognise team dynamics and improve collaboration within teams.

Module 3: Communication & Trust Building

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based + Experiential Activity	Communication process, active listening, questioning techniques, verbal and non-verbal communication, communication barriers, trust-building principles and practical communication activities.	Improve communication effectiveness, strengthen trust and enhance interpersonal relationships.

Participants complete a structured communication exercise in which information or instructions must be transferred accurately between team members. The activity focuses on active listening, questioning, verbal and non-verbal communication and communication barriers.

How the activity is conducted:

1. Work in pairs or small groups.
2. One participant receives information, instructions or a simple task.
3. The participant communicates the information to another team member.
4. The receiving participant listens carefully and asks clarification questions where necessary.
5. Compare the final understanding with the original information.
6. Discuss communication gaps, assumptions and barriers with the trainer.

Skills / competencies developed:

- Active listening
- Questioning
- Clear communication
- Non-verbal communication
- Trust
- Feedback

Module 4: Team Collaboration & Problem Solving

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based + Experiential Activity	Problem-solving process, root cause identification, team decision-making methods, collaboration strategies, group strategy planning and problem-solving challenge.	Enhance critical thinking, improve team problem-solving ability and strengthen collaboration.

Teams are given a practical problem or challenge that requires collective analysis and cooperation. Team members identify the problem, consider possible causes, generate solutions and agree on a strategy.

How the activity is conducted:

1. Review the problem or challenge provided by the trainer.
2. Identify the key problem and possible causes.
3. Share ideas and propose different solutions.
4. Discuss the advantages and limitations of possible solutions.
5. Agree on a team approach and execute the challenge within the allocated time.
6. Participate in a trainer-led debrief linking the experience to workplace problem-solving.

Skills / competencies developed:

- Critical thinking
- Problem identification
- Root-cause thinking
- Decision-making
- Cooperation
- Strategy development

Module 5: Conflict Management & Workplace Relationships

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based + Experiential Activity	Types and causes of workplace conflict, conflict management styles, conflict resolution techniques, emotional control, maintaining positive workplace relationships and role play practice.	Manage conflicts professionally, improve workplace harmony and strengthen interpersonal communication.

Participants act out realistic workplace conflict situations and practise professional approaches to communication and conflict resolution.

How the activity is conducted:

1. Work in small groups and receive a workplace conflict scenario.
2. Assign different roles such as supervisor, employee, colleague or team member.
3. Review the scenario and act out the interaction.
4. Practise listening, expressing concerns professionally and managing disagreement.

5. Attempt to reach a workable resolution.
6. Observe and discuss behaviours that escalate or reduce conflict.

Skills / competencies developed:

- Conflict resolution
- Professional communication
- Emotional control
- Listening
- Relationship management
- Problem resolution

Module 6: Leadership Styles & Leadership Mindset

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based	Leadership fundamentals, leadership roles in team performance, different leadership styles, leadership qualities, accountability, ownership and developing a positive leadership mindset.	Understand leadership approaches, identify personal leadership strengths and develop positive leadership qualities.

Module 7: Decision Making & Team Strategy

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based + Experiential Activity	Decision-making techniques, evaluating options, risk awareness, team strategy planning, leadership challenges, group simulation and team presentation.	Improve decision-making skills, strengthen strategic thinking and build confidence in leading teams.

Decision-Making & Risk Assessment Simulation

Teams are presented with a workplace-style situation requiring them to evaluate alternatives, consider risks and make a collective decision.

How the activity is conducted:

1. Review the scenario and information provided.
2. Identify available options and constraints.
3. Discuss potential benefits, limitations and risks.
4. Reach a collective decision using an agreed team process.
5. Explain the reasoning behind the decision.
6. Review additional information or consequences introduced by the trainer and reflect on the decision-making process.

Skills / competencies developed:

- Analytical thinking
- Risk awareness
- Evaluation of alternatives
- Team decision-making
- Strategic thinking
- Accountability

Team Strategy Challenge

This is the main experiential activity on Day 2. Teams complete a larger challenge that combines communication, collaboration, planning, decision-making, leadership, problem-solving and time management.

How the activity is conducted:

1. Receive the challenge briefing, objective, rules, resources and time limit.
2. Plan the team's strategy and assign responsibilities.
3. Execute the strategy collaboratively.
4. Manage time, resources and team communication.
5. Respond to difficulties and adjust the strategy when necessary.
6. Prepare a short presentation explaining the team's approach, decisions and lessons learned.
7. Present the strategy and participate in trainer-led feedback and debriefing.

Skills / competencies developed:

- Teamwork
- Leadership
- Collaboration
- Planning
- Decision-making
- Problem-solving
- Time management

Group Simulation / Leadership Challenge

Participants experience a simulated workplace situation in which team members have different responsibilities and priorities. Different participants may lead different stages of the simulation.

How the activity is conducted:

1. Understand the simulated workplace objective and constraints.
2. Allocate responsibilities and coordinate team members.
3. Prioritise tasks and resources.
4. Communicate decisions and manage differing views.
5. Allow different participants to take leadership responsibilities.
6. Reflect on how leadership behaviour affected participation and coordination.

Skills / competencies developed:

- Leadership
- Delegation
- Accountability
- Ownership
- Communication
- Team coordination

Team Presentation & Peer Feedback

Following the challenge, each team presents its strategy, decisions, challenges and learning points. Participants provide constructive feedback while the trainer facilitates the learning discussion.

How the activity is conducted:

1. Explain the team's strategy and approach.
2. Describe how responsibilities were divided.
3. Discuss problems encountered and decisions made.
4. Explain how the team adapted during the challenge.
5. Identify lessons about teamwork and leadership.
6. Provide and receive constructive peer feedback.
7. Connect the experience to workplace behaviour.

Skills / competencies developed:

- Presentation
- Communication
- Constructive feedback
- Confidence
- Reflection
- Learning transfer

Module 8: Motivation, Action Planning & Team Development

Activity Type	Expanded Module / Submodules	Learning Outcomes
Lecture-Based	Motivation principles, goal setting, workplace application strategies, continuous improvement, personal action planning, team commitment and reflection.	Encourage workplace motivation, apply learning outcomes at work and develop a continuous improvement mindset.

8. REFLECTION, FEEDBACK & EXPERIENTIAL DEBRIEF

The original outline includes a Reflection, Feedback & Sharing Session on Day 1. This session is used to consolidate the experiential learning and link key lessons to workplace application.

Suggested debrief framework: Experience → Reflection → Learning → Application

- Experience – What happened during the activity?
- Reflection – What did the team do well or poorly?
- Learning – What teamwork, communication, leadership or problem-solving principle can be learned?
- Application – How can the lesson be applied to an actual workplace situation?

9. WORKPLACE APPLICATION & ACTION PLANNING

Participants will be guided to translate the lessons from the activities into practical workplace actions. The focus is on applying improved communication, collaboration, problem-solving, leadership, conflict management and team development behaviours in day-to-day work.

- Identify one teamwork behaviour to improve.
- Identify one communication practice to apply with colleagues.
- Identify one approach to improve team problem-solving.
- Identify one action for managing workplace conflict more professionally.
- Identify one leadership or accountability behaviour to practise.

- Set a practical action and commitment for continued improvement.

10. TIMELINE

DAY 1

Time	Module	Activities	Learning Outcomes
9:00am – 9:30am	Module 1	Registration, Ice Breaking & Programme Introduction	Build rapport and understand programme expectations.
9:30am – 10:45am	Module 2	Understanding Teamwork & Team Dynamics	Understand teamwork principles, team roles and team dynamics.
10:45am – 11:00am	Break	Morning Break	-
11:00am – 12:30pm	Module 3	Communication & Trust Building	Improve communication skills, active listening and trust.
12:30pm – 1:30pm	Lunch	Lunch Break	-
1:30pm – 3:00pm	Module 4	Team Collaboration & Problem Solving	Apply collaboration and problem-solving techniques.
3:00pm – 3:15pm	Break	Afternoon Break	-
3:15pm – 4:30pm	Module 5	Conflict Management & Workplace Relationships	Practise conflict resolution and workplace relationship skills.
4:30pm – 5:30pm	Reflection	Feedback & Sharing Session	Reinforce learning and link key lessons to workplace application.

DAY 2

Time	Module	Activities	Learning Outcomes
9:00am – 9:15am	Recap	Review Day 1 Learning	Refresh key concepts from Day 1.
9:15am – 10:45am	Module 6	Leadership Styles & Leadership Mindset	Understand leadership approaches, accountability and leadership mindset.
10:45am – 11:00am	Break	Morning Break	-
11:00am – 12:30pm	Module 7	Decision Making & Team Strategy	Apply decision-making techniques and strategic thinking.
12:30pm – 1:30pm	Lunch	Lunch Break	-
1:30pm – 3:30pm	Module 7	Team Strategy Challenge & Presentation	Strengthen teamwork, leadership, presentation and collaboration skills.
3:30pm – 3:45pm	Break	Afternoon Break	-
3:45pm – 4:30pm	Module 8	Motivation & Action Planning	Develop workplace action plans and continuous improvement mindset.
4:30pm – 5:30pm	Closing	Feedback & Certificate Presentation	Summarise programme learning and encourage workplace application.