

2023

v1e



TRAINING AIDS CATALOG

A NEW PARADIGM in BUSINESS EDUCATION & TRAINING
FULL CLASS/TRAINING/WORKSHOP CONTENT
ICE BREAKERS, ENERGIZERS, GAMES, TEAM BUILDING, RESOURCES

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Structure

Each training aid offers the following structure:

- Included: Duration, Target group, Content, Instructions, Objective, Support
 - Most include an additional resource in the form of Word or PPT files
 - Setup: class or meeting room, theater, general-use room
 - Group size: small (5-10), medium (15-50), large (50+)
-

For more information contact Global Sparks • training@GlobalSparks.com • v1e

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ICE BREAKERS



30 SECOND MONOLOGUE

DURATION: 5 minutes

INTENDED FOR: This short icebreaker activity works well as an ice breaker at the beginning of a training session. We like to use it in training sessions with a communication theme, particularly when participants are challenged with giving key information in very limited time. The icebreaker can also be used during a program that requires participants to be able to think quickly on their feet.

RESOURCES NEEDED: a bell or whistle

INSTRUCTIONS:

1. Tell the group that before session starts they will have 30 seconds to tell the group something about themselves the group are unlikely to know.
2. The monologue **MUST** be truthful, but can be humorous or serious.
3. The trainer or chair person calls time (Bell or whistle) after the first 30 seconds and the next person clockwise around the table must then start.
4. Continue until everyone has spoken.

Possible Variations

5. Participants can be seated at more than one table in which case all tables go simultaneously.
6. You can set the topic(s) by putting slips of paper in a hat with topics such as: Rhubarb Crumble in my life
Watching paint dry
7. The monologue can also be reduced to 15 seconds.

OBJECTIVE(s):

Use this quick and simple icebreaker to help break the ice at the beginning of a training session or meeting.

ADDITIONAL RESOURCE(s): 30-Second-Monologue-Icebreaker.doc



A GOOD YARN

DURATION: 10 - 20 minutes

INTENDED FOR: Use this icebreaker as a fun way of getting participants to introduce themselves and learn a little about each other.

RESOURCES NEEDED: several pieces of colored wool of various lengths.

PREPARATION: gather several different colored pieces of wool of various different lengths and screw them all up together until they make a ball.

INSTRUCTIONS:

Hold the colored ball of wool in your hands and ask each participant in turn to pull out a piece. As they pull out the piece they should tell the group their name and something about themselves. They can only stop talking once the entire length of their piece of string is removed from the ball. This icebreaker has a great comedy edge as some people will be left pulling a very long piece of wool and will have to tell a lot about them self.

OBJECTIVE(s):

This icebreaker serves as an alternative method of getting participants to talk about themselves.

ADDITIONAL RESOURCE(s): A-Good-Yarn-Icebreaker.doc



A PANTS ICEBREAKER

DURATION: 5 - 10 minutes

INTENDED FOR: This icebreaker is just incredibly silly and you really have to be sure about your audience to run it. We were going to leave the icebreaker off our list as it really is that silly, but who are we to judge?

RESOURCES NEEDED: pen or pencil, paper, flip chart and marker pen.

INSTRUCTIONS:

At the start of a training course, ask everyone to provide you with their favorite popular saying i.e. 'Just do it!', 'Thank goodness it's Friday' etc.

Write all of these ideas on a sheet of flipchart paper and perhaps have a little conversation about why the person likes that particular saying.

Pin the flipchart up on the wall and then explain to everyone that you would like them to repeat the phrase they provided, except this time you would like them to add, '...in my pants' to the end of it.

We warned you it was silly!

OBJECTIVE(s):

This icebreaker is just a very silly way to introduce a training course or meeting and should be used with audiences you know very well.

ADDITIONAL RESOURCE(s): A-Pants-Icebreaker-Icebreaker.doc



ANIMAL INSTINCTS

DURATION: 5 -10 minutes and then a further 20 minutes

INTENDED FOR: This fun icebreaker helps participants in a training session to get to know each other. It can be revisited at several points during the day and by doing this can help to energize participants.

RESOURCES NEEDED: pen or pencil, paper, flip chart and marker pen.

INSTRUCTIONS:

Everyone in the group including the trainer is to think of a name for themselves made up of the following:

First name: Plant, vegetable, flower or tree

Second name – animal, fish or bird

For example: – Sycamore Shark

Warn them that they will need to be able to explain why they have chosen their particular name, later in the day, but must not let their fellow participants know what they have chosen yet.

The chosen names should be written on a piece of paper, which in turn should be handed to the trainer. Explain that you are going to write each name up on flip chart paper and display them around the room, and that during the day you would like everyone to write the name of the person that they think is represented by the plant animal name.

OBJECTIVE(s):

This icebreaker is useful to help participants get to know each other in a fun way.

To help break the ice and then energize participants during a training session.

ADDITIONAL RESOURCE(s): Animal-Instincts-Icebreaker.doc



ASSOCIATION

DURATION: 5 minutes

INTENDED FOR:

This icebreaker helps to break the ice at the beginning of a training session. It can be particularly useful if the training session involves any learning by association as it can help to open up this way of thinking.

INSTRUCTIONS:

1. Explain that this exercise is to help learning by the use of association.
2. Remind them that it could be used in a work context if they are having difficulty in remembering something.
3. Tell the group they will be asked to introduce themselves to the group by standing up, stating their first given name and associating their name with something they would bring to a picnic. e.g. My name is Dan, and I'd drive a van Possible Variation.
4. Tell the group they will be asked to introduce themselves to the group by standing up, stating their first given name and associating their name with a personal characteristic that helps identify them, and to do so in the form of a rhyme. e.g. My name is Sue, with eyes of blue.

OBJECTIVE(S):

This icebreaker is useful to help break the ice at the beginning of a training session or meeting through the association of things.

ADDITIONAL RESOURCE(S): Association-Icebreaker.doc



BANK ON IT

DURATION: 10 - 15 minutes

INTENDED FOR:

This icebreaker helps to start a training session off on a positive note. It is useful to highlight how we all benefit from positive feedback and challenges participants to consider how often they provide it themselves. The icebreaker is particularly useful in training sessions such as; Great Leadership Skills, Assertiveness Skills, Building Relationships, Emotional Intelligence and Leading Effective Teams.

INSTRUCTIONS:

Explain the concept of the 'Emotional Bank Account' as follows...

"We all know what a financial bank account is. We make deposits into it and build up a reserve from which we can make withdrawals when we need to. An Emotional Bank Account is a metaphor that describes the amount of trust that's been built up in a relationship. It's the feeling of safeness you have with another human being. If I make deposits into an Emotional Bank Account with you through courtesy, kindness, honesty, and keeping my commitments to you, I build up a reserve. Your trust toward me becomes higher, and I can call upon that trust many times if I need to. I can even make mistakes and that trust level will compensate for it." **More...**

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

This icebreaker is useful for encouraging positive thinking as well as highlighting the need to work with others and provide positive feedback.

ADDITIONAL RESOURCE(S): Bank-On-It-Icebreaker.doc



BE MY GUEST

DURATION: 5 - 10 minutes

INTENDED FOR:

Use this icebreaker as a fun way of introducing a guest speaker and making that person feel important.

PREPARATION: prior to a session where a guest speaker is going to present, create an A4 sheet with several facts about the presenter listed down the page. Then cut each of these facts from the sheet so that you have lots of individual facts on separate slips of paper.

INSTRUCTIONS:

Distribute the slips of paper with facts on amongst the participants and ask them to read the fact and be prepared to mention it when the guest arrives. Upon the arrival of the guest, explain that they are so well known they probably need no introduction, in fact the audience can probably say a few words about the guest themselves. This is the cue for each of the participants to read their fact out about the guest, who should be suitably impressed...or embarrassed!

OBJECTIVE(s):

This icebreaker serves as a useful method of introducing a guest speaker whilst also preparing the participants for their entry. It works particularly well during Induction training where you are introducing a senior member of the organization.

ADDITIONAL RESOURCE(s): Be-my-Guest-Icebreaker.doc



BOASTERS

DURATION: 10 - 20 minutes

INTENDED FOR:

This icebreaker is useful to help break the ice in a fun way at the beginning of a training session or meeting. It works well in encouraging participants to open up and share positive experiences and personal triumphs.

This icebreaker works particularly well in training where you want to promote personal achievements such as; Assertiveness Skills, Great Leadership and Managing Difficult Behaviors.

INSTRUCTIONS:

Ask participants to introduce themselves in turn. However, as well as providing their name and job role etc. they should provide three examples of things that they are really good at in their job or even three fantastic achievements they have had in their working role. Where necessary, prompt the participant to share more and encourage them to be as positive as possible about their achievements.

OBJECTIVE(s):

This icebreaker promotes positive thinking and helps participants get in the right frame of mind for talking about success stories and things they do well.

ADDITIONAL RESOURCE(s): Boasters-Icebreaker.doc



BUMPER STICKERS

DURATION: 10 - 20 minutes

INTENDED FOR: This icebreaker is useful to help break the ice in a fun way at the beginning of a training session or meeting. The icebreaker works well in encouraging participants to open up and share their feelings and have a little fun doing it.

INSTRUCTIONS:

Ask participants to introduce themselves in turn. However, as well as providing their name and job role etc. they should also provide participants with the bumper sticker they would choose if they were to have one. For those that don't know, a bumper sticker is a funny or poignant statement that people have on stickers on the bumper of their car. The good thing about these for this exercise is that they are usually short and to the point, but have a bit of an edge to them. Examples:

- My car is a status symbol. The symbol of me being poor!
- Insanity: A small price to pay for sheer brilliance!
- I have an IQ in the top 2%. Who cares about the other 95%?
- I can't get enough minimalism.
- I'm not bossy, I just know what you should be doing.
- I'm so far behind, I thought I was first.
- Five days a week, my body is a temple. The other two, it's an amusement park.
- Apathy: I could take it or leave it.
- I don't know why I'm even out of bed.
-

OBJECTIVE(s):

This is a creative icebreaker that encourages participants to share information about themselves and have a little fun at the same time.

ADDITIONAL RESOURCE(s): Bumper-Stickers-Icebreaker.doc



CASTAWAY LUXURIES

DURATION: 15-30 minutes

INTENDED FOR:

This free training game acts as an icebreaker to run at the beginning of a training event. It is useful when you want to get participants to open up and discuss their thoughts and feelings

INSTRUCTIONS:

Introduce the icebreaker like this:

'On 29 January 1942 a BBC radio program first hit the airwaves and it is still going strong.

A celebrity is invited into the studio and is asked to imagine that they are to be a castaway on a desert island. They are asked to choose eight pieces of music they would take with them. They are also told they can choose one luxury item one book.'

Ask: What is the program called?

Answer: Desert Island Discs

Explain that this icebreaker is a variation on that radio program.

Tell participants that they are to choose the following castaway luxuries:

- 1 piece of music •1 book •1 luxury item

Instruct them to pair up with another participant. If possible, this should be someone they do not know or do not know well. After a few minutes ask each participant to introduce their partner by giving their name and the three items they chose.

Close the session by sharing your own castaway luxuries with the group.

OBJECTIVE(s):

Use this icebreaker to help break the ice at the beginning of a training event.

ADDITIONAL RESOURCE(s): Castaway-Luxuries.doc



CHRISTMAS CRACKER

DURATION: 10 - 15 minutes

INTENDED FOR:

This variation on a simple ice breaker has a festive theme that makes it ideal to run during the Christmas period. Participants usually enjoy taking part in this and it sets up any training event in a very positive way. It will work equally well whether or not participants already know each other.

RESOURCES NEEDED: enough Christmas Crackers for each participant and for course facilitators to have one each. Make sure everyone in the room has a Christmas cracker.

INSTRUCTIONS:

Explain that you will be asking participants to pair up in a moment. When they pair up you will ask them to introduce themselves to each other by giving their name, department, job role and any other information you want them to exchange.

Say that you then want them to pull their Christmas crackers and put on their novelty hat. They should then read the riddle, motto or joke to their partner.

Finally, ask them to tell the other person what is the best or worst ever Christmas present they have ever had (and why). Alternatively you could ask them to say what Christmas present they would buy (and who for) if money was no object. **More...**

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

Use this icebreaker to help break the ice at the beginning of a festive training session.

ADDITIONAL RESOURCE(S): Christmas-Cracker-Icebreaker.doc



COMBINED WISDOM

DURATION: 10 - 15 minutes

INTENDED FOR:

This icebreaker provides a nice introduction to a session by highlighting the skills, knowledge and experience in the room and then promoting the idea that future challenges thrown up by the training can all be met within the team.

INSTRUCTIONS: Add up the collective years' experience of every one of the participants and place this number clearly on a flipchart at the front of the room.

Next, discuss some of the key challenges facing the group regarding the training or intervention that they are about to discuss.

Refer back to the combined years of experience and relevant wisdom in the group and begin to challenge their ability to respond to these challenges.

This can be referred to throughout the session and can begin to form actions for participants to take away with them.

OBJECTIVE(S):

This icebreaker starts to identify challenges and the participants ability to respond to them.

ADDITIONAL RESOURCE(S): Combined-Wisdom-Icebreaker.doc



COP, ROBBER, VICTIM

DURATION: 10 - 15 minutes

INTENDED FOR:

This icebreaker can be used to help break the ice in a fun and relaxed way at the beginning of a training session or meeting.

The icebreaker can be used during training where you want to highlight awareness of others actions. Such as; Assertiveness Skills Training, Customer Care Training, Conflict Handling or Emotional Intelligence Training. This icebreaker can also be used as an energizer throughout a training session.

INSTRUCTIONS:

Prior to starting this icebreaker, the trainer should clearly explain the instructions to the group.

1. Ask participants to get into groups of three for this icebreaker
2. This icebreaker is a lot like rock, paper, scissors, but instead you use the terms; cop, robber, victim
3. First, allocate an action to each of the roles i.e. for a cop you could hold your hands out in front as if showing a badge, the robber could be holding two pistols out in front and the victim could have their hands in their air as a sign of surrender
4. Participants are not allowed to talk throughout this icebreaker. **More...**

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

The icebreaker should be seen as a fun activity that promotes awareness of actions.

ADDITIONAL RESOURCE(S): Cop-Robber-Victim-Icebreaker.doc



CREATIVE INTRODUCTIONS

DURATION: 15 - 30 minutes

INTENDED FOR:

This icebreaker works well at the start of any training course involving presentation skills. In fact, it could be used at any time during a presentation skills program and does not necessarily have to be used solely as an ice breaker. We also think that it helps to encourage people to think creatively so can be useful if you want to get those creative juices flowing.

RESOURCES NEEDED: paper, flip chart paper if required and pens

INSTRUCTIONS:

1. Pick one of the 'styles' from the bottom of this page, and ask everyone to prepare a two minute introduction about themselves in the particular style.
2. After 10 minutes ask each person in turn to present their introduction.

Creative Introductions – Possible Themes
 Time capsule – what five things would you lock into a time capsule to represent yourself, and why? Where would you bury the time capsule, and how would you package it to protect it? **More...**

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

To help break the ice in a creative way at the beginning of a training session or meeting and/or opening a training session that includes presentation skills within its content.

ADDITIONAL RESOURCE(S): Creative-Intro-Icebreaker.doc



DINNER PLATE

DURATION: 5 - 10 minutes

INTENDED FOR:

This icebreaker is useful as a warm up at the start of a training session and encourages participants to share interesting information about themselves in a creative and fun way.

INSTRUCTIONS:

Ask participants to introduce themselves in the usual way and additionally ask them to state which person they would most like to invite on a dinner date and why.

OBJECTIVE(S):

This is a simple icebreaker that you can add on to your usual introductions to encourage participants to share a little bit of their personality.

ADDITIONAL RESOURCE(S): Dinner-Date-Icebreaker.doc



DRAW YOUR NEIGHBOR

DURATION: 5 - 15 minutes

INTENDED FOR:

A fun activity to be used during any training event to lighten the mood or to act as a quick and simple icebreaker.

RESOURCES NEEDED: a blank sheet of paper and a pencil for each participant.

INSTRUCTIONS:

Arrange participants into pairs. Ideally pair them up with someone they don't know or don't know well. Ask them to draw a quick sketch of the person they are paired up with, using the pencil and paper provided.

Stress that you do not expect them to produce fantastic works of art.

Call a halt after 2 or 3 minutes. Now ask participants to sign their picture and then hand it to the person they drew.

This activity generally brings a smile to the faces of participants and can be used as an icebreaker or simply to lighten the mood during a training session.

OBJECTIVE(S):

To help break the ice at the beginning of a training course or to help lighten the mood during a training course.

This icebreaker can also be put to good use at the start of an Assertiveness Training Course, where participants will be challenged to comment on others and communicate their thoughts and feelings.

ADDITIONAL RESOURCE(S): Draw-Your-Neighbour-Icebreaker.doc



DUFF INFO

DURATION: 30 minutes.

INTENDED FOR:

This icebreaker is used at the start of a training course and to close the session at the end. It helps identify participants concerns and fears regarding the training topic and/or the training itself.

INSTRUCTIONS:

DUFF stands for: Doubts, Uncertainties, Feelings and Fears

1. Ask the participants to 'privately' write down their Doubts, Uncertainties, Feelings and Fears regarding the training topic or training itself.
2. Ask if anyone would like to share their DUFF's with the group (don't push participants to share if they don't want to). Where you can allay their fears, do so, but this is not the main reason for the exercise.
3. At the end of the training course, ask participants to review their DUFF's. Have they changed? Improved? Disappeared? If they have not altered, ask why and what you can do to help.
4. The hope is that these DUFF's have either changed or been removed completely. Where they have not, use this information to help improve your next training course.

OBJECTIVE(s):

This icebreaker is great for helping participants identify their concerns and gives the trainer a huge opportunity to ensure they meet the needs of the participants. It's also a good way of providing development opportunities for the trainer.

ADDITIONAL RESOURCE(s): DUFF-Info-Icebreaker.docx



EVOLVED ACTION

DURATION: 10 - 15 minutes

INTENDED FOR:

This icebreaker can be used to help break the ice in a fun and relaxed way at the beginning of a training session or meeting.

The icebreaker can be used during training where you want to focus on listening skills, body language or any training session that involves careful attention to actions and sounds or words.

This icebreaker can also be used as an energizer throughout a training session.

INSTRUCTIONS:

Prior to starting this icebreaker, the trainer should clearly explain the instructions to the group.

1. Arrange everyone so that they are in a large circle.
2. The person that starts the icebreaker will perform an action combined with a sound or statement. For instance, they could jog on the spot and hum the national anthem.
3. The task of the next person in the circle is to copy exactly the actions and sounds of the person before them. **More...**

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(s):

Use this icebreaker where you want participants to focus on attention to detail or consideration of actions and sounds.

ADDITIONAL RESOURCE(s): Evolved-Action-Icebreaker.doc



FACT MATCH

DURATION: 10 - 20 minutes

INTENDED FOR:

This icebreaker is useful in situations where you want to get people thinking about specific topics. It also helps to introduce participants to new ideas and of course each other.

RESOURCES NEEDED: Small pre-prepared business card size pieces of card with facts about the training topic written on them. There must be a pair of these cards for each fact.

INSTRUCTIONS:

Hand out the cards with facts written on them to each of the participants; ensure each fact has a duplicate within the group. Ask participants to find the person with the same fact as them on their card and once they have found them, introduce themselves and discuss the relevant fact and what it means to them. Review the facts with everyone as a group.

OBJECTIVE(S):

This icebreaker provokes thoughts and is useful for raising interesting questions.

ADDITIONAL RESOURCE(S): Fact-Match-Icebreaker.doc



FAMOUS PARTNERS

DURATION: 10 - 20 minutes

INTENDED FOR:

This icebreaker is useful to help break the ice in a fun way at the beginning of a training session or meeting. It is also useful for pairing people up and encouraging people to talk to people they don't know.

RESOURCES NEEDED: Prior to the session, write the names of several famous partners on slips of paper i.e. on one slip you might write 'Ginger Rogers' and on another 'Fred Astaire' or 'Stan Laurel' and 'Oliver Hardy' and some with more modern partnerships. Ensure you have enough slips of paper with a name on it for all the participants due to attend the training.

INSTRUCTIONS:

As the participants enter the room, ask them to take a slip of paper (ensure they cannot see the name on it prior to picking it up). They should not share the name on their slip of paper until you prompt them to. Introduce the training session and then inform the participants that they must find their 'partner' i.e. the person who famously partners the person they have on their piece of paper. Once they have mingled as a group, found their famous partner and introduced themselves, they should then introduce themselves to the other famous partners.

OBJECTIVE(S):

This icebreaker is great for encouraging positive introductions and pairing people.

ADDITIONAL RESOURCE(S): Famous-Partners-Icebreaker.doc

ALL AVAILABLE ICE BREAKERS

CREATIVE

ASSOCIATION	FANCY DRESS PARTY	MY NAME IS
BUMPER STICKERS	GOOGLE ME	NAME ANAGRAM
CREATIVE INTRODUCTIONS	KINDER SURPRISE	SIMILAR CIRCLES
DRAW YOUR NEIGHBOUR	MAP OF LIFE	TOPIC POSTERS

FUN & GAMES

A PANTS ICEBREAKER	LINE UP	TREASURE HUNT
COP, ROBBER, VICTIM	OUR FIRST	TWENTY SECOND BINGO
EVOLVED ACTION	PICTURE ME	UNUSUAL OBJECTS
FROG, DOG, MONKEY	PIFF PAFF POFF	WELL I NEVER!
GROUP JUGGLE	ROOM 101	WHICH KID?
GUARD INVADER	SO PREDICTABLE	WORD ARRANGER
GUESS WHO	THE ELEPHANT	YOU MUST BE JOKING!
IT KILLED THE CAT		

INTRODUCTIONS

30 SECOND MONOLOGUE	MY FAVORITES	SAME SAME BUT DIFFERENT
A GOOD YARN	MY FIRST	SHORT INTRO SESSIONS
ANIMAL INSTINCTS	MY HOBBY	SHORT INTRO SESSIONS II
BE MY GUEST	MY LOGO	SMARTIES HAVE THE ANSWER
CASTAWAY LUXURIES	MY WORST PRESENT	SPEED GREETINGS
DINNER DATE	NOT MY NAME	STOP IT
FACT MATCH	PECULIARITIES	THINGS I AM NOT
FAMOUS PARTNERS	PLAY BALL	THIS OR THAT
FLIPPING REMINDERS	POKER INTROS	UP AND DOWN
HANDY SKILLS	PRESENTATION SKILLS	WHEN I'M NOT HERE
IDLE PLEASURES	QUESTION TIME	WORST TEAM
KEY OBJECTIVES	ROTATION	

POSITIVE THINKING

BANK ON IT	HAPPY TO BE HERE	QUIZME FRISBEE
BOASTERS	HIT OR MYTH?	QUOTE THIS
CHRISTMAS CRACKER	HOSTAGE, VACATIONER, EXPLORER	SECRET OF MY SUCCESS
COMBINED WISDOM	KING FOR A DAY	STAND UP
DUFF INFO	LOTTERY WIN	THE BEST THING
FAVOURITE EVENT	OBJECTIVES	VALUES
GROUP GRIPE		

SELECTING TEAMS

LOLLIPOPS	TEAM CARDS	TEAM PONG
PAIRING EXERCISES		

ENERGIZERS



10 SIMPLE QUESTIONS

DURATION: 5-15 minutes.

INTENDED FOR:

This energizer can be used in any training session and really gets participants thinking. This helps to re-focus them when their attention is beginning to flag.

RESOURCES NEEDED:

- One copy of Ten Simple Questions for each participant
- Paper
- Pens

INSTRUCTIONS:

1. Provide each participant with a copy of the ten simple questions face down.
2. Tell them they will have three minutes to answer the questions.
3. At the end of this time go through the answers with them
4. Consider offering a small prize to anyone who answers all ten questions correctly

OBJECTIVE(s):

This simple energizer is useful where you want to help focus participants during a training session.

ADDITIONAL RESOURCE(s): 10-simple-questions-energizer.doc



10 MORE SIMPLE QUESTIONS

DURATION: 5-15 minutes.

INTENDED FOR:

This energizer can be used in any training session and really gets participants thinking. This helps to re-focus them when their attention is beginning to flag.

RESOURCES NEEDED:

- One copy of Ten Simple Questions for each participant
- Paper
- Pens

INSTRUCTIONS:

1. Provide each participant with a copy of the ten simple questions face down.
2. Tell them they will have three minutes to answer the questions.
3. At the end of this time go through the answers with them
4. Consider offering a small prize to anyone who answers all ten questions correctly

OBJECTIVE(s):

This simple energizer is useful where you want to help focus participants during a training session.

ADDITIONAL RESOURCE(s): 10-More-Simple-Questions-Energizer.doc



10 MORE SIMPLE QUESTIONS AGAIN

DURATION: 5 - 15 minutes

INTENDED FOR:

This energizer can be used in any training session and really gets participants thinking. This helps to re-focus them when their attention is beginning to flag.

RESOURCES NEEDED:

- One copy of Ten Simple Questions for each participant (download these from the link below)
- Paper
- Pens

INSTRUCTIONS:

1. Provide each participant with a copy of the ten simple questions face down.
2. Tell them they will have three minutes to answer the questions.
3. At the end of this time go through the answers with them
4. Consider offering a small prize to anyone who answers all ten questions correctly

Please use the download link below to get the instructions to help you run the energizer, '10 Simple Questions Again'.
 Question Sheet
 Answers

OBJECTIVE(S):

This simple energizer is useful where you want to help focus participants during a training session. Sign up to receive notification of our future free training updates and a chance to win a set of training materials!

ADDITIONAL RESOURCE(S): 10-Simple-Questions-Again-Energizer.doc



10 RULES OF ...

DURATION: 5 - 15 minutes

INTENDED FOR:

This energizer can be used in any training session and really gets participants thinking. This helps to re-focus them when their attention is beginning to flag.

RESOURCES NEEDED:

- One copy of Ten Simple Questions for each participant
- Paper
- Pens

INSTRUCTIONS:

1. Provide each participant with a copy of the ten simple questions face down.
2. Tell them they will have three minutes to answer the questions.
3. At the end of this time go through the answers with them
4. Consider offering a small prize to anyone who answers all ten questions correctly

OBJECTIVE(S):

This simple energizer is useful where you want to help focus participants during a training session. Sign up to receive notification of our future free training updates and a chance to win a set of training materials!

ADDITIONAL RESOURCE(S): 10-Simple-Questions-Again-Energizer.doc



10 STRETCH

DURATION: 10 - 30 minutes

INTENDED FOR:

This energizer is useful to help energize participants during a training session, whilst also testing their knowledge on the topic.

The energizer is particularly useful in training sessions where you want to provide participants with the opportunity to relax and re-focus. It would also work well during training in Stress Management, Assertiveness Skills and Anxiety at Work.

Resources – prior to the session, print out a selection of ‘stretching exercises’

INSTRUCTIONS:

Ask participants to perform stretching activities. While they are doing this each person should take it in turn to provide a learning point from the training session. Only once the group has named ten learning points can the participants stop the stretching exercise and move on to the next topic. This provides participants with the opportunity to relax and get their blood flowing whilst still linking to the training topic.

Health and Safety – prior to running this activity, ensure everyone is in good health and able to perform the stretching exercise. If you are in any doubt, do not run the activity.

OBJECTIVE(s):

This energizer is a good method of relaxing participants whilst reinforcing learning.

ADDITIONAL RESOURCE(s): : 10-Stretch-Energizer.doc



2 MINUTE TEST

DURATION: 5 - 15 minutes

INTENDED FOR:

This energizer activity can be used in any training session but works particularly well during programs involving communication skills. The energizer activity helps to demonstrate how important it is to analyze and understand information before acting on it.

RESOURCES NEEDED:

- Sufficient copies of the accompanying question sheet for participants to have one each (download instructions from the link below)
- Pen or pencil for each participant

INSTRUCTIONS:

1. Give each participant a copy of the question sheet face down.
2. Tell them they must not turn the paper over until you say so as this is a speed test.
3. Tell the group that their objective is to answer each question accurately, but they only have two minutes to complete the test. Tell them you will give them one minute, 30 second and 15 second warnings. (you can allow more time if you prefer)
4. At the end of two minutes go through the correct answers using the answer sheet provided.
5. Discuss how many people were caught out by the questions and why?
6. You may wish to offer a small prize to the person with the most correct answers.

OBJECTIVE(s):

To help focus participants during a training session;
To emphasize the importance of understanding information before acting on it

ADDITIONAL RESOURCE(s): 2-minute-test-energizer.doc



22 REASONS

DURATION: 30 minutes.

DURATION: This energizer should take 10 - 15 minutes dependent on discussion time.

INTENDED FOR:

This energizer can be used in any training course and helps to encourage discussion around how different things can be interpreted or misunderstood.

INSTRUCTIONS:

This fun bit of trivia can be used during training energizers to add a bit of interest to a training course and provoke a conversation around how misunderstandings can happen whether it be with language or the way something is said. Simply add these statements to a PowerPoint slide and talk participants through them.

22 Reasons Why English is Hard to Learn...

1. The bandage was wound around the wound.
2. The farm was used to produce produce.
3. The dump was so full that it had to refuse more refuse.
4. We must polish the Polish furniture.
5. He could lead if he would get the lead out.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(s):

This energizer is a good method of encouraging conversations around giving good instructions, being clear or otherwise provide effective communication. It can be particularly effective for training courses on Listening Skills and Communicating Difficult Messages.

ADDITIONAL RESOURCE(s): 22-Reasons-Energizer.doc



3 MINUTE TEST

DURATION: 5 - 15 minutes

INTENDED FOR:

This energizer can be used in any training session but works particularly well during programs involving communication skills. The activity helps to demonstrate how important it is to analyze and understand information before acting on it.

RESOURCES NEEDED:

Sufficient copies of the accompanying question sheet for participants to have one each (these can be downloaded from the link below).
Pen or pencil for each participant

INSTRUCTIONS:

1. Give each participant a copy of the question sheet face down.
2. Create a formal, test/assessment environment, no talking, if you finish the test early please let me know so that I can note your time.
3. Tell them they must not turn the paper over until you say so as this is a speed test.
4. Tell the group that their objective is to answer each question accurately, but they only have three minutes to complete the test. Tell them you will give them one minute, 30 second and 15 second warnings.
5. Discuss how many people were caught out by the questions and why?

OBJECTIVE(s):

To help focus participants during a training session, and/or to emphasize the importance of understanding information before acting on it

ADDITIONAL RESOURCE(s): 3-Minute-Test-Energizer.doc



A PROBLEM SHARED

DURATION: 15 - 20 minutes

INTENDED FOR:

This energizer is useful where you want participants to share their concerns and issues with other people in the group. It can also work well as a method of overcoming team challenges and making workplace improvements.

INSTRUCTIONS:

Ask participants to write workplace ‘problems’ they have on post-it notes.

Once they have two or three problems, they should bring them to the front of the room and place them on a pre-prepared flipchart with the heading ‘A Problem Shared’.

Take it in turns to work through the issues that are on each of the post-it notes and ask everyone to provide input on how the issues can be resolved.

Once you have a clear solution for the issue, ask the person that originally wrote it if they are satisfied with the solution and if they have any feedback.

OBJECTIVE(s):

This energizer helps build communication between participants and where managed effectively can help to address workplace concerns.

This energizer works well with our Communication and Leadership Training Course.

ADDITIONAL RESOURCE(s): A-Problem-Shared-Energizer.doc



A-MAZED

DURATION: 20 minutes

INTENDED FOR:

This energizer focuses on communication and how we can become confused when we are not able or do not communicate effectively. It is a great way of emphasizing key issues with communication in the workplace and would support any training course involving communication skills.

RESOURCES NEEDED:

A copy of the mazes included in this pack. One is completed, the other is blank

INSTRUCTIONS:

1. Place two participants in back to back chairs at the front of the room. The participants should each be facing opposite walls.
2. Hand one participant the completed maze and the other participant the maze that is incomplete.
3. The participant with the incomplete maze should try and get through the maze by following the instructions of the participant that has the answer. They cannot see the maze at any point and can only follow verbal instructions.
4. Once they have finished, have a discussion with the main group about what worked, what didn't and what the learning points are.
5. You should link this communication activity to communication in the workplace.

OBJECTIVE(s):

This energizer is great for exploring concepts around effective communication and how we need to communicate effectively in order to aim towards the same outcomes and objectives.

ADDITIONAL RESOURCE(s): A-Mazed-Energizer.doc



ACT DEBRIEF

DURATION: 10 - 20 minutes

INTENDED FOR:

This energizer helps gain commitment from participants at the end of a training course and gives a structured approach to action planning.

INSTRUCTIONS:

At the end or even during a training course, ask all participants to focus on an acronym to help debrief the session or event. The acronym is ACT.

A Apply – What can I apply from what I have learnt from the training or session?

C Change – What would I change doing or being?

T Transfer – What would I transfer or teach someone from what i have learnt?

OBJECTIVE(s):

This energizer gives a clear structure to creating actions, helps ensure transfer of learning to the workplace and ensures commitment to actions.

ADDITIONAL RESOURCE(s): ACT-Debrief-Energiser.doc



AIRPLANES

DURATION: 10 - 20 minutes

INTENDED FOR:

Use as a way of ‘energizing’ the participants whilst reviewing their learning in a training event. This energizer adds a fun method of assessing participants retention of the learning material.

This energizer will lighten the mood of a training course, whilst testing the participants learning.

INSTRUCTIONS:

1. Ask participants to write a question relating to the training event that they are currently involved in on the center of a sheet of A4 paper. They should create as many questions as you feel are necessary (two each will usually suffice).

2. Next, ask them to create an airplane out of the sheets of paper with the questions on. If they cannot make airplanes, ask them to screw the paper up into a ball.

3. When the participants have completed this, ask them to split into two different lines facing each other and at opposite sides of the room.

4. Next, ask them to throw their airplanes across the room at each other. When an airplane lands near them, they should throw it back to the line of people on the other side of the room.

5. After a short period of the ‘throwing’, ask everyone to stop. The participants must then pick up the paper that is closest to them and in turn, answer the questions.

Possible Use – this energizer is particularly effective just after lunch when you want to test retention of knowledge and also ‘wake’ the participants.

OBJECTIVE(s):

Training course review through a fun exercise that tests knowledge retention.

ADDITIONAL RESOURCE(s): Airplanes-Energizer.doc



ALL CHANGE

DURATION: This energizer is flexible and can be used to fill time as required.

INTENDED FOR:

Use this energizer to raise participants' awareness regarding change and how their own behavior during the energizer reflects the reality of opinions to change.

INSTRUCTIONS:

Place participants into pairs and ask them to face each other. Then ask them to take a good look at the person in front of them and memorize what that person is wearing. Next, ask them to face away from their partner and change five things about themselves (typically people will take off a shoe, remove a watch or ring or perhaps remove their glasses).

After they have done this, ask the pairs to turn and face each other again and identify what has changed about their partner.

Review – in review, ask participants how easy it was to change things about themselves. Usually they will say that it is hard to change five things.

The important thing to note is that most people associate 'change' as removal or loss of things. How many people actually added something to themselves to change their appearance?

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(S):

This energizer is useful to help participants identify with people's behavior and feelings during times of change.

ADDITIONAL RESOURCE(S): All-Change-Energizer.doc



ANAGRAMS

DURATION: 5 - 10 minutes

INTENDED FOR:

This training energizer works well to help participants to focus and to get them thinking.

INSTRUCTIONS:

This energizer pack contains the instructions you will need to run this energizer and the solution to the anagrams.

See the PowerPoint slide containing 6 anagrams.

OBJECTIVE(S):

This energizer is useful to help participants focus and to help their thinking processes prior to a more challenging activity.

ADDITIONAL RESOURCE(S): Anagrams-Energizer.ppt



ANIMAL CRACKERS

DURATION: 10 - 20 minutes

INTENDED FOR:

Use this energizer as a way of re-energizing a group when the levels drop or just after lunch.

INSTRUCTIONS:

Place participant's chairs in a large circle and ask them each to take a seat. Stand in the middle of the circle and explain that you are now going to demonstrate three different types of animals to the group.

Elephant – Hold shoulder of one arm against nose and wave it at the floor.

Monkey – Hold each ear and puff out cheeks.

Alligator – Place both arms out in front of you and clap your palms together, up and down in a snapping motion

Explain that you will go around the group and point to a person. That person must immediately take the shape of an elephant (as above), while the person to the right of them takes the shape of a monkey and the person to the left takes the shape of an alligator. The person out of the three that is slowest to take the correct shape loses and must come to the center of the room and start the process again.

The game ends when you feel that enough people have been involved in the process and the energy levels are raised. This energizer causes much laughter and is great for re-energizing a group.

OBJECTIVE(S):

Use this energizer to energize a group and get the laughter levels up.

ADDITIONAL RESOURCE(S): Anagrams-Energizer.ppt



BACK IN THE TUBE

DURATION: 5 minutes

INTENDED FOR:

This quick energizer helps demonstrate that once something has been said, it is often impossible to take it back.

It is really useful to use at the start of a training course on 'Bullying and Harassment' or during courses on 'Communication Skills' or 'Leadership Skills'.

RESOURCES NEEDED:

- A tube of toothpaste
- A bowl

INSTRUCTIONS:

1. Ask for a participant to volunteer and join you at the front of the room.
2. Hand them the tube of toothpaste and the bowl.
3. Ask them to squeeze the toothpaste into the bowl.
4. Once they have done this say, 'Now put it back in the bowl'. When they say that they can't, say, 'Go on, put it back in the bowl'. At this point they will either laugh, or gain say that they can't.
5. Ask them if they are sure they can't put it back in the tube and when they agree, ask them to return to their seat.
6. Explain to participants that the toothpaste is much like negative, rude or unkind comments. Once they are out, they are impossible to put back. This should lead onto a further discussion about the impact of words and negative communication.

OBJECTIVE(S):

This energizer is great for demonstrating the impact of negativity and how unkind words can affect people and never be removed.

ADDITIONAL RESOURCE(S): Back-in-the-Tube-Energizer.doc



BACKCHAT

DURATION: 15 minutes.

INTENDED FOR: This energizer is useful to highlight the dangers of ‘Chinese whispers’ within an organization or as a wider discussion on communication.

View a video that explains how this energizer works...
<https://youtu.be/V3xScEdVDY8>

INSTRUCTIONS:

Split the participants into two groups and ask each group to form a line next to the other. Both lines should face the same direction as if they are two lines queuing for something.

The person at the front of each line should have a flipchart placed in front of them and be handed a pen. The trainer should then go to the two people at the back of the lines from each team.

The trainer will show the two people a picture or word on a piece of paper (being careful not to let anyone else see it).

Once the person at the back of each line has seen the picture or word, they must draw the picture or word on the back of the person in front of them with their finger.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(S):

This energizer is useful for holding a discussion about communication in general or highlighting a specific communication point that you want to make i.e. dangers of gossiping, giving clear instructions, delegating effectively etc.

ADDITIONAL RESOURCE(S): Backchat-Energizer.doc



BAD CUSTOMER SERVICE

DURATION: 15 minutes

INTENDED FOR:

This energizer focuses on communication with customers and knowing not only, what TO say, but also what NOT to say. The aim is to ensure participants know how to alter and adapt their language to suit customer situations and provide an exceptional customer experience.

INSTRUCTIONS:

1. Place participants in a semi-circle, with you, the trainer, in the middle.
2. Explain that you are going to work in a circle going from person to person.
3. The first participant is going to come up with a phrase that they could say to a customer that would NOT be right and should never be said to a customer.
4. The next participant in the circle then has to re-phrase the statement from the previous person, this time stating it in a positive way. (Give them only a short time to re-phrase the question and if they fail, ask someone else to).

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(S):

This energizer is great for ensuring effective communication and helping participants understand how they should be communicating with customers.

ADDITIONAL RESOURCE(S): Bad-Customer-Service-Energizer.doc



BALLOON BUST

DURATION: 15 minutes.

INTENDED FOR:

Purely for fun, but this energizer sure gets the blood rushing!

INSTRUCTIONS:

Each person in the group blows up a balloon and ties it to their ankle on a length of string. The participants are then given a rolled up piece of newspaper. Participants must try and pop the other balloons with the roll of newspaper. The winner is the last person left with an un-popped balloon tied to their ankle.

HEALTH & SAFETY:

Please be sure to keep everyone safe during this game and do ask if for any reason somebody is unable to participate.

OBJECTIVE(s):

This energizer energizes the team., pure and simple!

ADDITIONAL RESOURCE(s): balloon-bust-energizer.doc



BALLOON JUMP

DURATION: 30 minutes

INTENDED FOR:

This energizer is used to energize the team and help them identify communication issues and negotiation, leadership qualities.

INSTRUCTIONS:

The participants find themselves in a balloon that begins to sink. Everything that could be thrown overboard has been thrown overboard. Now it must be decided which person will jump overboard. This games purpose is discussion and the art of discussion.

Who is more important and how and against whom will the majority vote. As soon as a majority is reached, the chosen player must jump out. Then the next round begins. At the end of the game, everyone discusses what happened.

How did the individual players behave, and how did they argue for and against each other?

USES:

Group relationships and the role of the individuals in the group can be clearly noted. Care should be taken that no one is insulted or hurt by any comments that could be made.

OBJECTIVE(s):

Through this energizer, group relationships and the role of the individuals in the group can be clearly noted and discussed.

ADDITIONAL RESOURCE(s): Balloon-Jump-Energizer.doc

ALL AVAILABLE ENERGIZERS

ATTENTION & FOCUS

10 SIMPLE QUESTIONS	FIRE, AIM, READY	MY RIGHT FOOT
10 MORE SIMPLE QUESTIONS	FRUIT SALAD	NATURE CALLS
10 MORE SIMPLE QUESTIONS AGAIN	GORILLA	NAUGHTY OR NICE
ALL CHANGE	HA	NUMBER RUMBLE
ANAGRAMS	I LOVE YOU, BUT...	PENNIES
ANIMAL CRACKERS	IMPOSSIBLE	POP THE PROBLEM
BEAN BAG	IS TO	SHAKE DOWN
BUCKET LIST	KNOWLEDGE SHARE	SHIP SHAPE
CARROT TRICK	LAZY MARY	ST IVES
CIRCLES	LET'S BREAK UP	TEAM JUGGLE
CLUSTERS	MIRROR ME	THE EMPTY CHAIR
COMMON WORDS	MISSING CARDS	WALL OF FAME
COUNT THE SQUARES	MONTHS	WHO OWNS THE ZEBRA
DIRTY THIRTY	MULL A CORNER	WHODUNNIT?
EMPLOYEE TEST	MY MISTAKE	WITHOUT YOU
ESP		

COMMUNICATION

2 MINUTE TEST	COMMUNICOAT	HEADCATCH
22 REASONS	CROSS THE LINE	INTERPRETATION
3 MINUTE TEST	DOCTOR DOCTOR	MAKE A FIST
A PROBLEM SHARED	DON'T SPEAK	MEMO LIST
A-MAZED	DRAW CONCLUSIONS	MEMORY LIST
BACKCHAT	FEEDBACK	MY LIFE AS A LEADER
BAD CUSTOMER SERVICE	FLY IN THE BALLOON	MY LIFE IN CUSTOMER SERVICE
BALLOON JUMP	FOLD AND CUT	MY LIFE IN SALES
BUNCH OF SQUARES	FOLD UP	PULLOVER PUSHOVER
CLOTHESLINE	GOOD INSTRUCTIONS	STRING A RING
COMMUNICARDS	HAND OFF	STROOP TEST

COMPETITIVE

BALLOON BUST	REACH FOR THE SKY	TITLE CHALLENGE
CAR CHASE	SCAVENGER TRAIL	TOWER OF PEGS
FAIR SHARE	SMILE PLEASE	VERTIGO
LET'S PLAY POKER!	TAKE THAT	WHERE IN THE WORLD
NO SMILING	TIDDLYWINKS	WITCHES, GOBLINS & GIANTS
PIPELINE		

CREATIVE

10 RULES OF...	HAIKU	PLAN IT
BALLOON TOWER	IF ACRONYM	PUPPETS
BRAIN TEASERS	IN MY DEFENCE	SHORT STORY
BRAIN TEASERS 2	INSPIRATIONAL	SPOTLIGHT
CRAZY CAPTIONS	LAUGHATORY	SUPER HERO
CREATIVE LACES	MY POINT OF VIEW	THE ORCHESTRA
CUSTOMER COMPLAINT	NINE DOTS	WHETHER THE WEATHER
DRAW MY JOB	NO MATCH FOR ME	WORD GENERATOR
DUCT TAPE GAME	NO MATCH FOR ME 2	WORK LIKE PLAY

REINFORCE LEARNING

10 STRETCH	JOURNALISTIC	TAKE WHAT YOU NEED
ACT DEBRIEF	LEADERSHIP CHALLENGE	THE BLIND MEN
AEROPLANES	LOGO QUIZ	THE CLIMBING FROGS
BACK IN THE TUBE	MEET THE BEAR	THE MOST IMPORTANT
CAN YOU EXPLAIN	MNEMONICS	THE WALL
CATCH	MUSICAL CHAIRS	THE WORD
CHANGE YOUR WAYS	NOT LIKE ME	THREE LITTLE WORDS
COMMITMENT CIRCLE	OBSTACLES	TOP TEN ACTIONS
EVOLUTION	PERFECT EMPLOYEES	TRAIN IT FORWARD
HALF OF 8	POSTER GRAB	TRUE VALUES
HAPPY?	RAPID REVIEW	UNDER PRESSURE
HAVE A GUESS	REMEMBER REMEMBER	WATCH SWAP
HEADLINE	ROMAN WATCH	WE'RE ALL FAB
HOT SKILLS	SALES SHOUT	WORD JUMBLE
IMPERFECT	SNOWBALL FIGHT	WRONG ANSWER
IT'S A DATE!	SUCCESS TREE	X FACTOR
IT'S A SNAP	SWEET QUESTIONS	

TRAINING GAMES



ACTIVITY COUNTDOWN TIMER

DURATION: 10 minutes

INTENDED FOR:

Use activity countdown timer as a method of ensuring that participants return promptly from; energizers, icebreakers, activities and break-out sessions.

INSTRUCTIONS:

Use the PowerPoint document, which provides a countdown from 10 minutes to 'Time's Up!', including sounds (although it can be used without). If you ever have trouble getting participants to return to their seats after a break-out session, then this tool is a must!

OBJECTIVE(s):

This training tool provides a fun way of keeping your sessions on track.

ADDITIONAL RESOURCE(s): Activity-Countdown-Timer.ppt



ALPHA CARDS

DURATION: 30 minutes

INTENDED FOR:

Use this training game at the end of a training program to help consolidate learning in a fast paced and fun way.

RESOURCES NEEDED: you will need to print the alpha cards onto card. Cut them into individual letter cards. This means you will have a pack of 48 letter cards. You will also need a copy of the scorecard for each team participating in the game.

INSTRUCTIONS:

arrange participants into pairs. However, the game can take a long time to complete if you have more than four teams so you should consider having larger teams if you have a large number of participants on the program.

SETTING UP: Hand each team a scorecard. Arrange for a representative of each team to draw an Alpha card from the pack. When the first card is drawn someone from the team must write the letter in the first box in the 'letter' column of the scorecard. Do not return the card to the pack.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(s):

This training game is useful to help consolidate key learning points from a training program in a fast and fun way.

ADDITIONAL RESOURCE(s): Alpha-Cards-Instructions.doc + pha-Scoreboard.doc + Alpha-Cards.doc



ARE YOU LISTENING?

DURATION: As needed

INTENDED FOR:

Use this training game as a fun way of demonstrating that we could all benefit from improved listening skills. This training game is of course really useful during a training session on communication skills or other related topics.

INSTRUCTIONS:

Ask one person to leave the room while the rest of the participants come up with a well known phrase, slogan or rhyme. Each participant must take one word from the phrase.

They call the person back into the room, shout "1, 2, 3" and then all at the same time shout out their word from the phrase.

The listener must make sense of the words and identify the phrase.

Of course the listener will find this very hard to do. They may ask for it to be repeated twice and after that they must guess. If they don't identify the phrase, they lose.

OBJECTIVE(S):

This training game is useful to demonstrate that listening skills can always be improved upon.

ADDITIONAL RESOURCE(S): Are-You-Listening.doc



ARE YOU SMARTER THAN A 10 YEAR OLD?

DURATION: 20 minutes

INTENDED FOR:

This fun free PowerPoint game based on the popular television quiz show can be used during training or presentations as a fun way of testing knowledge.

OBJECTIVE(S):

This PowerPoint game adds fun to a training session while testing the knowledge and understanding of your participants.

ADDITIONAL RESOURCE(S): Smarter-Than-a-10-Year-Old.ppt



ATTITUDE

DURATION: 5 - 10 minutes

INTENDED FOR:

This training game works well in any training event where you want to emphasize the importance of having a positive attitude.

RESOURCES NEEDED: flip chart and marker pen and a calculator.

INSTRUCTIONS:

Write the word 'Attitude' on the flip chart.
 Ask: How important is having the right attitude if you want to be successful?
 Discuss answers.
 Tell participants that you think a 100% attitude is vital and that you can prove it mathematically.
 Explain that you want participants to assign each letter of the alphabet a number starting with 1 for 'a' and 26 for 'z'.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(s):

This training game is useful to help introduce the importance of having the right attitude to achieve success.

ADDITIONAL RESOURCE(s): Attitude-Training-Game.doc



BOARD

DURATION: 30 minutes

INTENDED FOR:

Use this training game to help consolidate a learning session and ensure that participants review the content of any training.
 This training game really breaks down the learning and participants need to explore all of the training content to develop a perfect board game. Therefore, this is absolutely fantastic for helping participants review their learning.

RESOURCES NEEDED: blank paper, ruler, colored pens and a dice.

INSTRUCTIONS:

Advise participants that you would like them to develop a dice driven board game based on the development topic you have been discussing. The game will contain all typical elements from board games such as; snakes and ladders, monopoly etc. When participants have finished, they should present the game and advise how it works.
 If you want to add an element of competition, put the group into teams and ask them to develop board games and the best game wins a prize.
 This training game really breaks down the learning and participants need to explore all of the training content to develop a perfect game. Therefore, this is absolutely fantastic for helping participants review their learning.

OBJECTIVE(s):

This training game is used to consolidate learning in an interactive way. Variations can introduce an element of competition.

ADDITIONAL RESOURCE(s): Board.doc



BRAND QUIZ

DURATION: 10 - 15 minutes

INTENDED FOR:

Use this training game to add to a session where the subject of company 'brands' is being discussed or when you may want to help the participants understand the importance of brand and appeal. Can also be used as an energizer.

INSTRUCTIONS:

This training game includes a series of company logos with the company name removed. There is also an answer sheet to reveal who the company brand belongs to.

Ask participants to name the company represented by each logo

OBJECTIVE(s):

This training game is useful to help participants understand the importance of brand perception.

ADDITIONAL RESOURCE(s): Brand-Quiz.doc



BUBBLE BUSTERS

DURATION: 30 minutes

INTENDED FOR:

Use this PowerPoint training game as a fun method of testing participants knowledge on a topic.

INSTRUCTIONS:

Based on the popular game show 'Blockbusters', this PowerPoint production provides you with a fun method of testing the knowledge of participants. The game is simple to use and fully editable.

The game works from just one main screen, which contains the 'board'.

See complete instructions in the PPT file.

OBJECTIVE(s):

This PowerPoint training game is a quiz based method of testing knowledge.

Add sparkle to your training events.

ADDITIONAL RESOURCE(s): Bubble-Busters.ppt



CATCH PHRASE

DURATION: 20 - 30 minutes

INTENDED FOR:

Use this PowerPoint training game as a fun method of testing knowledge or consolidating learning. It was developed around the popular tv game show 'Catchphrase'.

RESOURCES NEEDED:

The training game contains sound and needs to run on PowerPoint 2003 or above.

The main slide used will need to be prepared BEFORE using it. See instructions in the PPT file.

INSTRUCTIONS:

The participants will answer trainer set questions to gain the opportunity of revealing pieces of an image that the trainer has chosen. The winner is the team that guesses what the picture is.

See the complete instructions and preparation work in the PPT file.

OBJECTIVE(s):

This Catchphrase PowerPoint game can be used to add interest to dry topics and present questions in a fun, inspiring way. This is an unforgettable method of challenging a team.

ADDITIONAL RESOURCE(s): catchphrase.ppt



CHARADES

DURATION: 15 - 30 minutes

INTENDED FOR:

Use this training game as an activity to help consolidate the key learning points covered in a learning and development program.

INSTRUCTIONS:

This is a fast paced variation of the well known charades party game. An excellent way to consolidate key learning points at the end of a program.

Arrange participants into two teams (ideally with 4 to 6 players per team).

Write key learning points on separate small scraps of paper. Ideally these points will be short comprising 1 to 8 words maximum. You can prepare these in advance or you can write these as key points emerge during the training itself. Fold the pieces of paper so that the writing cannot be seen. Then place these into a box or hat.

Nominate a representative from each team to come up to the front of the class. Ask one of the representatives to draw a piece of paper from the box. Show both representatives the information on the paper. **More...**

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(s):

Use this training game to help participants consolidate key learning points.

ADDITIONAL RESOURCE(s): Charades.doc



CHILD'S PLAY

DURATION: 10 - 30 minutes

INTENDED FOR:

Use this training game to help focus on resolving an issue in a way that removes obstacles and assists in helping participants remain objective.

INSTRUCTIONS:

Participants must focus on a particular topic or a key question relating to the training that they are involved in. Ask participants to work in pairs. One person in the pair will act as 'child' and the other will need to explain the given topic or area of concern. The role of the 'child is to only ask the question 'why?' Each time a new response is made the question 'why?' should be posed once again. This should happen until the topic is exhausted.

OBJECTIVE(s):

By using this training game, participants challenge each other to the core regarding a given problem, topic or area of concern.

Although sometimes frustrating, the game does mean that participants get to the route of a problem and often issues are often noted that were previously unseen.

ADDITIONAL RESOURCE(s): n/a



CHRISTMAS CARDS

DURATION: 15 minutes

INTENDED FOR:

This training game has a Christmas theme and is used at the end of a training session. It is a highly effective and enjoyable way of helping to embed key learning points.

RESOURCES NEEDED: one Christmas card for every participant.

INSTRUCTIONS:

Make sure everyone in the room has a Christmas card.

Explain that you want them to write a personal message to the group. Tell them that the message must contain a key learning point from the training and may include a festive message if they choose. Give an example of what you mean. (e.g. Merry Christmas, and don't forget the importance of building Rapport).

Now ask participants to pass the card to the person on their right. Tell them that you now want them to read the message on the new card and add a different one of their own.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(s):

This training game is useful to help embed the key learning points from a training course.

ADDITIONAL RESOURCE(s): Christmas-Cards-Training-Game.doc



COMPLAINT BUBBLES

DURATION: 5 minutes

INTENDED FOR:

This PowerPoint Game is best used as a solo activity that can be completed at the desk or in a quiet corner of the training room. It will help players to consider some of the key behaviors involved in effective complaint handling.

INSTRUCTIONS:

A game embedded into a PowerPoint format. Players use their mouse to catch bubbles containing key phrases. They have to work fast as the bubbles move quickly and there is not a lot of time.

OBJECTIVE(S):

Use this PowerPoint Game to introduce players to some of the key behaviors that lead to effective complaint handling.

ADDITIONAL RESOURCE(S): complaint-bubbles.ppt

WARNING: Users have reported that this file does not work with all versions of Windows and PPT.



CREATIVE BRAINSTORM

DURATION: 15 - 20 minutes

INTENDED FOR:

We live in a fast paced world where we often have to think on our feet to make decisions quickly. This training game puts participants under pressure to think quickly and creatively. They are often surprised by just how much they can come up with in a very short space of time.

RESOURCES NEEDED:

- Flipchart stand and flip chart for each group
- Flipchart marker pen for each group
- Stopwatch for the trainer Instructions

INSTRUCTIONS:

Split participants in to groups of 3.

Explain that this exercise is to get their creative thinking hats working.

Explain that participants will work in groups to brainstorm possible solutions to problems you will set them. There are 3 problems in all, and for each one the groups will have a set amount of time. Check that everyone is ready to start.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

To encourage participants to think creatively when under time pressure.

ADDITIONAL RESOURCE(S): Creative-Brainstorm-Training-Game.doc



CUSTOMER CARE CROSSWORD

DURATION: 10 - 30 minutes

INTENDED FOR:

This training game works well to remind participants of the principles of customer care and as a basis for discussion.

RESOURCES NEEDED:

- Instructions to help you run the training game activity
- Crossword with 19 clues
- Solution

INSTRUCTIONS: The instructions document will provide you with everything you need to run this training game.

OBJECTIVE(s):

To use as the basis of a discussion on the topic of customer care.

ADDITIONAL RESOURCE(s): Customer-Crossword.doc



EVOLVED ACTION

DURATION: 10 - 30 minutes

INTENDED FOR:

This co-operative training game works well as the basis for discussing customer service. Participants are asked to find fifteen words, related to customer care, hidden in a word search grid.

RESOURCES NEEDED:

- Word Search Grid
- Correct Answers

INSTRUCTIONS: The instructions document will provide you with everything you need to run this training game.

OBJECTIVE(s):

Use this training game as the basis of a discussion on the topic of customer care.

ADDITIONAL RESOURCE(s): Customer-Search.doc



DATA BUBBLES

DURATION: 5 minutes

INTENDED FOR:

This PowerPoint Game is best used as a solo activity that can be completed at the desk or in a quiet corner of the training room. It will help players to remember the principles contained in the Data Protection Act 1998 but is not intended to take the place of full training.

INSTRUCTIONS: A training game embedded into a PowerPoint format. Players use their mouse to catch bubbles containing key phrases. They have to work fast as the bubbles move quickly and there is not a lot of time.

OBJECTIVE(s):

Use this PowerPoint Game to remind players of some of the key principles of the Data Protection Act 1998.

ADDITIONAL RESOURCE(s): data-bubbles.ppt

WARNING: Users have reported that this file does not work will all versions of Windows and PPT.



DICE GAME

DURATION: 15 minutes

INTENDED FOR:

Use this training game to help consolidate the key learning points from a training course. The training game could also be used at the beginning of a session to help assess the knowledge of participants.

RESOURCES NEEDED: you will need enough dice for each team to have one each. You will also need to divide your subject into six topics and list these on a flip chart or PowerPoint Slide (provided in the download at the bottom of this page).

INSTRUCTIONS:

Arrange participants into teams of four and give each team a dice.

Display your flip chart or PowerPoint slide and explain that each number on the dice relates to a topic related to the program.

Explain that each member throws the dice in turn. When it is their turn they should speak for 20 seconds on the topic they have thrown.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(s):

This training game will help you to consolidate learning during a training course.

ADDITIONAL RESOURCE(s): dicegame.doc + dicegame.ppt



DILEMMA

DURATION: 20 - 40 minutes

INTENDED FOR:

This training game helps participants to consider how they might respond in different circumstances and can be used to highlight personal opinions and attitudes to varying scenarios.

This training game is fantastic for exploring the morality of situations and provoking discussion. It also helps to link training to the 'real' world.

RESOURCES NEEDED: blank paper, pens.

INSTRUCTIONS:

Each participant writes down three 'What would you do?' type dilemmas based on the topic of the training or an element of it i.e. 'A customer complains that they find your manner rude and offensive, what would you do?' or 'You think you can close this sale, but to do so you need to lie about an element of the product, what do you do?' These are placed in a bowl and participants take turns to pick them out and then write down in a few brief words what they would do. The other participants then take it in turns to say what they think you would do. Any participant that identifies closely with the real reaction gets a point.

The winner is the participant that gains the most points. This training game is fantastic for exploring the morality of situations and provoking discussion. It also helps to link training to the 'real' world.

OBJECTIVE(S): To assist participants in appreciating how to react in particular circumstances. Can be used in customer care, leadership, sales, negotiation and many other areas of training.

ADDITIONAL RESOURCE(S): Dilemma.doc



DON'T SAY A WORD

DURATION: 20 - 40 minutes

INTENDED FOR:

Use this training game as an activity to help consolidate the key learning points covered in a learning and development program.

INSTRUCTIONS:

This is a variation of the classic party game which is great way for finishing a training event on a 'high'. It has the added advantage of requiring little by way of preparation or resources.

Participants are given a key learning point from the program written on paper. They have to describe this to their team mates without using the words on the paper. Their team mates have to guess the words on the paper from this description.

Arrange participants into two teams (ideally with 4 to 6 players per team).

Write key learning points on separate small scraps of paper. These points will be short comprising 1 to 8 words maximum. You can prepare these in advance, or you can write these as key points emerge during the training itself. Fold the pieces of paper so that the writing cannot be seen. Then place these into a box or hat.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

This training game is useful to help participants consolidate key learning points.

ADDITIONAL RESOURCE(S): dont say a word.docx

ALL AVAILABLE TRAINING GAMES

ANALYSING INFORMATION		
HOW MANY F'S?	MIND READER II	ORIGAMI BARMY
MENTAL AGILITY TEST	OH, MY WORD	PRICED OUT
MIND READER	OLD MCDONALD'S PONY	SPOT THE DIFFERENCE
COMMUNICATION SKILLS		
ARE YOU LISTENING?	MOVING HOUSE	TV TIMES
FEATURES AND BENEFITS	RIDICULOUS COMPLAINTS	WHAT'S IN MY POCKET?
FOLLOW THE LEADER	STUPID QUESTIONS	WITH INTEREST?
MILLIONAIRE!		
COMPETITIVE		
ALPHA CARDS	JIGSAW CHALLENGE	TECHNICAL TRUMPS
CHARADES	JUST A MINUTE	THE GREAT EGGSERCISE
DON'T SAY A WORD	QUICK DRAW	THE LONE ASSASSIN
DON'T SPILL IT!	STICK FISH	TREASURE HUNT
ELIMINATE		
CREATIVE		
BOARD	GUESS THE SLOGAN	WACKY INTERVIEW
CREATIVE BRAINSTORM	LOTUS BLOSSOM	WACKY INTERVIEW 2
ENERGISE YOURSELF	TELL ME A STORY	WEB TEST
EXHIBITION STAND		
FEELINGS & EMOTIONS		
PLAYING WITH MY EMOTIONS	SECRET FEARS	
NEGOTIATION & INFLUENCING		
MOON SURVIVAL	NO RULES	PIECE NEGOTIATIONS
NEGOTIATE	NUCLEAR HOLOCAUST	PLANE CRASH
POWERPOINT GAMES		
ACTIVITY COUNTDOWN TIMER	COMPLAINT BUBBLES	PSYCHIC CARD TRICK
ARE YOU SMARTER THAN A 10 YEAR OLD?	DATA BUBBLES	THE WEAKEST LINK
BUBBLE BUSTERS	NUMBERS	WHO WANTS TO WIN A MILLION?
CATCHPHRASE		
PUZZLES & QUIZZES		
ATTITUDE	CUSTOMER SEARCH	TIME SEARCH
BRAND QUIZ	NEGOTIATORS CROSSWORD	WHOSE COMPANY?
CUSTOMER CARE CROSSWORD	REARRANGING NUMBERS	
REINFORCE LEARNING		
CHILD'S PLAY	EMAIL ME	MODELLING CONTRACT
CHRISTMAS CARDS	FORTUNE COOKIES	THREE OF THE BEST
DICE GAME	HANGMAN	TWITTER IT
DILEMMA	HOLIDAY POSTCARDS	

TEAM BUILDING GAMES



ALL ABOARD

DURATION: 20 minutes

INTENDED FOR:

8 or more participants on a team building event. This team building game brings the group together to help identify what makes a team work together.

PARTICIPANTS: 8 or more

INSTRUCTIONS:

This is a quick warm-up activity designed to stimulate thought about what makes a team effective.

Place three phone books on the ground. Explain that this is an exercise that will allow the team to examine how effectively they work together as a team.

Say, “Your job is to get as many people off the ground as you choose, for as long as you choose.”

The Rules – “Off the ground means that no one may touch the ground. You may only use yourself and the telephone books. You cannot use anything else in the room to assist you”.

Say, “You have 10 Minutes to complete the job.” and repeat “Your job is to get as many people off the ground as you choose, for as long as you choose.”

Ask for questions, clarify anything then start the clock.

Review – have the team rate their effectiveness on a 1-10 scale (1 meaning you didn’t work well together, 10 meaning you were extraordinary).

They should then comment on their ratings. Ask, “What would you have had to do to rate your teamwork a 10?”

Ask high raters what made them rate the team so high (or low depending on response.)

OBJECTIVE(S):

This active team building game is useful to stimulate thought about what makes a team effective.

ADDITIONAL RESOURCE(S): All-Aboard-Team-Building.doc



ALL WINNERS

DURATION: 10 - 15 minutes

INTENDED FOR:

This team building task demonstrates methods of working together to ensure we all reach a positive outcome.

Learning Points – supporting, coaching, influencing and encouraging positive Behaviors are all part of good team work.

RESOURCES NEEDED: two lengths of rope (for a start and finish line) and a whistle (or you can clap your hands)

INSTRUCTIONS:

This training game is done best outdoors.

- Place a length of rope at the ‘starting point’ and then another piece of rope about 50 – 100 yards/meters away from the first piece to make a ‘start’ and ‘finish’ line.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

This team building game is useful for team building events or training courses where you want to develop team working skills. The ideas behind the game are to help participants manage, observe, and experience individual preferences toward accomplishing a task.

ADDITIONAL RESOURCE(S): All-Winners-Team-Building.doc



BLOCK-UP

DURATION: 30 minutes

INTENDED FOR:

This team building game works best with 6 or more participants. The team building game really gets the team thinking about how sometimes communication is all that is needed to improve work morale and help bridge differences. It is a great communication activity that proves that sometimes everyone is right!

RESOURCES NEEDED: Building bricks (Lego or similar) with 3 different colors at least. Instructions for each of the .

INSTRUCTIONS:

Process – participants must build a shared tower using the building blocks provided. Each member of the team is working from their own instructions that the others are not aware of. They cannot talk throughout the activity. The instructions should be placed on a separate piece of paper for each participant and should either be from the list below or variations on the same theme.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(S):

Stimulate thought about what makes a team effective with the realization that communication is often all that is needed to improve work morale and help bridge differences.

ADDITIONAL RESOURCE(S): Block-Up-Team-Building.doc



BOMB DISPOSAL

DURATION: 30 minutes

INTENDED FOR:

This team building game is used to energize the team and help them focus on communication. Also identifies leadership qualities and coaching skills.

RESOURCES NEEDED: A jar (must have a rim at the top) filled with colored water (the bomb). A rope, ribbon or something to section off a square around the 'bomb'. String, used to lift the bomb out of the area.

INSTRUCTIONS:

The group is not allowed to come within 3-4 meters of the object (=bomb). A safety ribbon is used to cordon off the area which is not allowed to be entered.

OBJECTIVE(S):

This team building game is great for re-energizing a group and is also fantastic for communication, co-ordination and teamwork. The team building game would work particularly well with the following training courses:

- Coaching Skills for Managers
- Team Building
- Great Leadership

ADDITIONAL RESOURCE(S): Bomb-Disposal-Team-Building.doc



COLLECTION

DURATION: As required

INTENDED FOR:

Use these team building games during a training session to help build the team morale and create a positive environment.

INSTRUCTIONS: Follow the instructions included in the related file, for each of the following games:

- Positivity Man
- Back Me Up!
- Uplifting Experience
- Life Masks
- Penny for your thoughts
- It All Fits Together!
- Positive Bombardment

OBJECTIVE(s):

A set of team building games to create a team environment and build relationships.

ADDITIONAL RESOURCE(s): Collection-Teambuilders.doc



HUMAN SPIDER

DURATION: 15 - 20 minutes

INTENDED FOR:

This is a very easy team building game to set up. You will just need room for all participants to stand in a circle. If the weather is good it works really well outdoors...

You can use this team building game as an energizer and/or as part of a team building program.

RESOURCES NEEDED: sufficient space for all participants to stand in a circle. This is a good activity to run outdoors, weather permitting.

INSTRUCTIONS:

Ask participants to gather into a circle and stretch out their left arm. They should then hold the left hand of the person standing roughly opposite them. Now they need to stretch out their right arms and hold the right hand of the person roughly opposite them.

Explain that they have to untangle themselves without letting go of anyone's hands.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(s):

To help energize participants during a training session and/or to encourage participants to work together as a team.

ADDITIONAL RESOURCE(s): Human-Spider-Team-Building.doc



KNOTS

DURATION: 10 - 20 minutes

INTENDED FOR:

This team building game works best with teams of 8 or more and is great for getting the blood flowing and people engaged in working together. The purpose is to manage, observe, and experience individual preferences toward accomplishing a task. This task demonstrates that by working together a team can achieve even the most frustrating of tasks. Supporting, coaching, influencing and encouraging positive Behaviors are all part of good team work.

INSTRUCTIONS:

- Have the group stand in a tight circle with shoulders touching.
- Everyone puts one hand in the center and takes one hand from someone across the circle.
- Everyone puts their second hand in the center and takes someone else’s hand across the circle.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(s):

Show that supporting, coaching, influencing and encouraging are all part of good teamwork. The team building game would work particularly well with the following training courses: Coaching Skills for Managers, Team Building, and Great Leadership

ADDITIONAL RESOURCE(s): Knots-Team-Building.doc



NUMBERS

DURATION: 30 Minutes

INTENDED FOR:

This team building game works best with 6 or more participants and is designed to accompany a team building training course, a course on leadership skills or anything related to communication skills and trust. The team building activity is excellent in making participants aware of the need for communication, leadership and trust.

MATERIAL NEEDED: blindfold and a large area.

INSTRUCTIONS:

Give each participant a piece of paper with a number on it and a blindfold. Once blindfolded, they must arrange themselves in a straight line in numerical order. The Rules – the participants must not share their numbers or talk at any point throughout the exercise. Safety should be a prime consideration and if any dangerous situations occur, the activity should be stopped.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(s):

This team building game will help participants to realize the benefits of leadership, trust and communication.

ADDITIONAL RESOURCE(s): Numbers-Team-Building.doc



ORIGAMI BARMY

DURATION: 30 - 45 minutes

INTENDED FOR:

Use This free training game as a creative method of pointing out the problem with poorly written communications. Can also be used to identify teambuilding issues as well as identify errors that can occur when there is no (or conflicting) attention to detail.

INSTRUCTIONS:

This training game contains two sets of instructions on completing an origami task and trainers notes for running the session.

See the related file for complete instructions (Additional Resource below)

OBJECTIVE(s):

This training game provides an opportunity to discuss issues around written and verbal communication. Emphasizes how poorly communicated information can be misinterpreted.

ADDITIONAL RESOURCE(s): 132Origami-Barmy.doc



PARACHUTE

DURATION: 20 minutes

INTENDED FOR:

This team building game is useful to help teams appreciate how to work together to reach an agreed outcome.

PARTICIPANTS: 8 or more.

MATERIAL NEEDED: A parachute (or bed sheet if not available), 1 x ball and a selection of toys.

INSTRUCTIONS:

Participants stand in a circle around a parachute and each hold the edge in front of them so that the parachute is off the ground. You can then practice one of the following two games.

1. Ball Bungee – Place a ball in the middle of the parachute and ask participants to work together and see how high they can flick the ball up into the air.

More...

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions.

OBJECTIVE(s):

Use this team building game to help teams realize the importance of working together to achieve outcomes.

ADDITIONAL RESOURCE(s): Parachute-Team-Building.doc

ALL AVAILABLE TEAM-BUILDING GAMES

ALL TEAM BUILDING GAMES		
ALL ABOARD	ORIGAMI BARMY	TEAM CV
ALL WINNERS	PARACHUTE	TEAM TOTEM
BLOCK-UP	PICTURE THIS	TEAM TUBE
BOMB DISPOSAL	PLAY THAT TUNE	THE FLOATING STICK
COLLECTION	POP IDOL	THE TEAM BUS
HUMAN SPIDER	SPIDERS WEB	THE WAY I SEE IT
KNOTS	STEPPING STONES	UP UP AWAY
NUMBERS	TANGLES	WHAT MAKES A TEAM?

TRAINING MODELS



4 P's MARKETING Mix

DURATION: As required

INTENDED FOR:

Use this 4P's Marketing Mix model document as a method of updating personal knowledge on this model or during marketing training courses.

CONTENT:

1. **Product:** Includes variables like product design and product range. The aim is to offer products that meet the needs of customers.
2. **Price:** Customers want value for money. If prices are too high they will not buy. The same may be true if prices are too low as customers may the quality of the products. Customers seek value for money but the business also needs to make a profit.
3. **Place:** Attention is given to how customers buy your products and where buy them. This also includes how they will get the products. For example, do they collect them or do you arrange for them to be delivered?
4. **Promotion:** This is the way in which a business tells customers about its products and services.

The 4 P's are the classic marketing mix. However, in recent times service has taken a more prominent role in marketing. This is because of the growth in service industries but also because the supply of products is always accompanied by a service element.

OBJECTIVE(s):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(s): 4-Ps-Marketing-Mix.ppt



7 HABITS – COVEY

DURATION: As required

INTENDED FOR:

Use this 7 Habits of Highly Effective People document as a method of updating personal knowledge on this model or during training courses.

CONTENT:

The 7 Habits of Highly Effective People is a model developed by Stephen Covey that presents a framework for personal effectiveness. Covey presented the idea that the first step on the road to personal effectiveness was good character. The next is openness to new ideas. The third is that your daily action should be shaped by higher aims because you get back what you put in.

The 7 habits are:

1. Be proactive.
2. Begin with the end in mind.
3. Put first things first.
4. Think "win/win".
5. Seek first to understand, then to be understood.
6. Synergize.
7. Sharpen the saw.

OBJECTIVE(s):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(s): 7-Habits.ppt



70:20:10

DURATION: As required.

INTENDED FOR:

Use this 70:20:10 model document as a method of updating personal knowledge on this model or during developmental training.

ABOUT THE MODEL

It is thought that the 70:20:10 model was based on the work of Morgan McCall, Robert Eichinger and Michael Lombardo who worked together at the Center for Creative Leadership in the 1980s. They developed the theory from interviewing a collection of senior executives who reflected on where they had gained their most meaningful learning throughout their careers. This data showed that 70% of their learning was from ‘tough jobs’, while 20% was from ‘people (mostly the boss)’ and 10% was from ‘courses and reading’.

The 70:20:10 model was popularized by the consultant Charles Jennings and is based on further development of the idea that most learning comes through workplace experience rather than more formal learning such as classroom-based events or online training. Jennings states that the model should be used for reference rather than as a formula, as the percentages of 70% (workplace learning), 20% (informal and social learning) and 10% (formal learning) can fluctuate depending on the circumstances.

MORE INSTRUCTIONS: Please refer to Additional Resources for the remaining of the instructions

OBJECTIVE(S):

The download on this page provides a developmental tool, which is useful for training courses and meetings.

ADDITIONAL RESOURCE(S): 702010-Model.pptx



ADDIE MODEL

DURATION: As required

INTENDED FOR:

Use this ADDIE Model document as a method of updating personal knowledge on this model or during training courses.

ABOUT THE MODEL

The ADDIE Model is a tool used by instructional designers or trainers to help develop a structured approach to training design.

“ADDIE” stands for Analyze, Design, Develop, Implement, and Evaluate. However, the process is not necessarily supposed to be followed in a strict, linear way and each step is a clear instruction in itself. This means you can apply the model where a process or project has already begun just by focusing on the relevant area for the stage you are at.

OBJECTIVE(S):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(S): ADDIE-Model.ppt



BALANCED SCORECARD

DURATION: As required

INTENDED FOR:

Use this Balanced Scorecard model document as a method of updating personal knowledge on this model or during Business Development training.

ABOUT THE MODEL

Popularized by Robert Kaplan and David Norton in the 90's, the Balanced Scorecard is a strategic performance management tool that, as its name suggests, promotes a balanced approach to performance management. Kaplan and Norton describe four core perspectives that a company should measure to create long-term value. This tool allows you to align business activities to the vision and strategy of the business.

OBJECTIVE(s):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(s): Balanced-Scorecard.ppt



FIVE TEAM DYSFUNCTIONS

DURATION: As required.

INTENDED FOR:

Use this Lencioni's Five Dysfunctions of a Team model document as a method of updating personal knowledge on this model or during developmental and leadership training.

ABOUT THE MODEL

Lencioni's Five Dysfunctions of a Team is a model derived from Patrick Lencioni's book of the same name. It suggests a set of five core teambuilding principles and contrasts how cohesive teams work compared to dysfunctional ones.

1. Inattention to RESULTS – The pursuit of individual goals and personal status erodes the focus on collective success.
2. Avoidance of ACCOUNTABILITY – The need to avoid interpersonal discomfort prevents team members from holding each other accountable.
3. Lack of COMMITMENT – The lack of clarity or buy-in prevents team members from making decisions they will stick to.
4. Fear of CONFLICT – The desire to preserve artificial harmony stifles the occurrence of productive ideological conflict.
5. Absence of TRUST – The fear of being vulnerable with team members prevents the building of trust within the team.

OBJECTIVE(s):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(s): Lencionis-5-Dysfunctions-of-a-Team.pptx



GROW MODEL

DURATION: As required

INTENDED FOR:

Use this GROW business model document as a method of updating personal knowledge on this model or during learning and development sessions such as coaching training courses.

OBJECTIVE(s):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(s): Grow.ppt



EVOLVED ACTION

DURATION: As required

INTENDED FOR:

Use this Herzberg Motivation model document as a method of updating personal knowledge on this model or during Leadership training.

ABOUT THE MODEL

The ‘two-factor’ theory (more commonly known as the ‘motivation-hygiene’ theory) was proposed by Frederick Herzberg in 1959. The research of Herzberg looked at content theory which explains the factors of an individual’s motivation by identifying their needs and desires, what satisfies these needs and desires and by establishing the aims that they pursue to satisfy these desires.

Herzberg found that; hygiene factors can demotivate or cause dissatisfaction if they are not present, but do not very often create satisfaction when they are present; however, Motivation factors do motivate or create satisfaction and are rarely the cause of dissatisfaction.

Herzberg also developed the concept that there are two distinct human needs:

- 1) Physiological needs: avoiding unpleasantness or discomfort and may be fulfilled via money to buy food and shelter etc.
- 2) Psychological needs: the need for personal development fulfilled by activities which cause one to grow.

OBJECTIVE(s):

A developmental tool useful for training courses and meetings.

ADDITIONAL RESOURCE(s): Herzberg-Motivation.ppt



INTRINSIC MOTIVATION

DURATION: As required.

INTENDED FOR:

Use this Intrinsic Motivation model document as a method of updating personal knowledge or during developmental training or training courses related to management, leadership and motivation.

ABOUT THE MODEL:

Intrinsic motivation is the theory that people can be driven by factors that are intangible such as wanting to do something for the fun of it, or because we feel it is the right/good thing to do. This is of course opposed to extrinsic motivation, which is motivation created by the need to gain rewards or avoid punishment. If you consider a person playing the guitar; they may have initially started learning because their parents rewarded them for attending lessons or perhaps even punished them if they did not. Later, the same person might pick up the guitar themselves because they are self-motivated (intrinsically) to do so i.e. it makes them happy to hear the music that they create.

OBJECTIVE(S):

The download on this page provides a developmental tool, which is useful for training courses and meetings.

ADDITIONAL RESOURCE(S): Intrinsic-Motivation.pptx



JOHARI WINDOW

DURATION: As required

INTENDED FOR:

Use this training management model as a method of updating personal knowledge on this model or during learning and development sessions.

INSTRUCTIONS:

Use the PowerPoint document that which shows an example of the Johari Window model with advice on the method of use.

OBJECTIVE(S):

Gain an understanding and appreciation of how effective feedback and self-disclosure can improve communication skills.

ADDITIONAL RESOURCE(S): Johari-window.ppt

ALL AVAILABLE TRAINING MODELS

ALL TRAINING MODELS

4 P'S MARKETING MIX

7 HABITS – COVEY

70:20:10

ADDIE MODEL

BALANCED SCORECARD

FIVE TEAM DYSFUNCTIONS

GROW MODEL

HERZBERG MOTIVATION

INTRINSIC MOTIVATION

JOHARI WINDOW

KOTTER 8 CHANGE STEPS

LEADERSHIP BEHAVIOUR MODEL

LEARNING STYLES

LEVEL 5 LEADERSHIP

MASLOWS HIERARCHY OF NEEDS

PEAK END RULE

PEST ANALYSIS

PETER PRINCIPLE

PHASES OF CHANGE

PORTERS FIVE FORCES

SKILL WILL MATRIX

SWOT ANALYSIS

THE LEARNING SCALE

THEORY X AND THEORY Y

TRAINING CYCLE

ULRICH MODEL

MATERIALS & RESOURCES



20 CUSTOMER SERVICE TIPS

DURATION: As required

INTENDED FOR: Anyone that works in a retail customer service role would benefit from these tips.

20 Customer Service Tips – Retail Customers:

1. Remember that you are in business to service customer needs
2. Always smile when greeting a customer in person
3. Be proactive and ask how you may be of service.
4. Stay visible and available, but don't crowd the customer or hover
5. Try to understand the needs of your customers by listening, questioning and observing
6. Always look for ways to help the customer even if this is not easy
7. The customer standing in front of you takes precedence over a phone call
8. If you don't know the answer, offer to find out and make sure that you follow up on this
9. If a customer wants something that isn't on display try to find it for them
10. Don't let chatty customers monopolize your time if others are waiting
11. Call for backup support as soon as queues start forming or better still if you can see that they are about to form
12. Never discuss customers in front of other customers
13. Inspect merchandise before bagging it to make sure it's not defective or the wrong size.
14. Make sure customers receive everything they've paid for before they leave your store
15. Smile as you are saying goodbye and encourage the customer to come again.
16. If a customer makes a request for something special, do everything you can to say yes.
17. Learn how to apologize when things go wrong (and do your best to put them right)
18. Treat every customer as an individual so that they feel important and appreciated
19. Try to add value (e.g. offer to double bag heavy items, carry items to the car for them, etc.)
20. When talking to a customer focus 100% of your attention on them

OBJECTIVE(S):

To provide assistance to those working in retail customer service. This tip sheet on customer service would be a good additional document when using the Trainer Bubble training course materials for the following topics:

- Effective Customer Care
- Customer Excellence

ADDITIONAL RESOURCE(S): n/a



20 INFORMATION SECURITY TIPS

DURATION: As required

INTENDED FOR:

People who handle any confidential information whether for the business they work for or their own personal information. Although not intended as an exhaustive list it does serve as a reminder of some of the techniques of good information security.

20 Information Security Tips:

1. Always comply with your company’s security policies and procedures
2. Passwords are a vital defense to protect data. Make sure yours are strong and that you change them often
3. Keep your password secret and never share it with anyone
4. Never write down your password.
5. Make your password hard to guess — do not use the name of your pet (or your child). The more random your password is, the better.
6. Switch off your computer when you have finished using it
7. Lock your computer screen if you will be away from your computer
8. Protect your computer from viruses and spyware and never switch off the protection software
9. Use portable devices in accordance with your organization’s security policies
10. Carry out the necessary identity (data protection) checks before discussing any information that needs to be kept secure with a third party
11. Don’t respond to unsolicited requests to verify your account number or password.
12. Report any loss and/or damage to portable corporate devices and any security breaches and/or incidents to your IT department
13. Ask questions – whenever you are asked for information that seems inappropriate. If you are not satisfied with the answers do not give the information.
14. Provide visitors with an identity badge that needs to be worn at all times while they are visiting areas that are not open to the public
15. Do not discuss business in a public place as you could be overheard.
16. Shred printed information when you no longer need it
17. Keep any payment information (especially bank accounts and payment cards) secure
18. Do not leave paper work lying around it needs to be kept secure
19. Avoid using public or shared computers
20. Report any actual or potential information security breaches in accordance with your internal procedures

OBJECTIVE(S):

To provide assistance to those who work with any confidential information. Some of the tips will also help you to keep your own personal information secure.

Note: This tip sheet on information security would be a good additional document when using these training course materials for the following topics:

- Data Protection Act
- Information Security

ADDITIONAL RESOURCE(S): n/a

ADDITIONAL MATERIALS & RESOURCES AVAILABLE

- 20 JOB INTERVIEW TIPS
- 20 LINE MANAGER TIPS
- 20 LISTENING TIPS
- 20 NEGOTIATING TIPS
- 20 QUESTIONING TIPS
- 20 REPORT WRITING TIPS
- 20 TIME MANAGEMENT TIPS
- ACHIEVING SALES ON THE TELEPHONE
SAMPLE NOTES
- ATTITUDE QUOTES
- BEING ASSERTIVE
- BIG ROCKS
- BODY LANGUAGE TRAINING SAMPLE SLIDES
- BUSINESS PRESENTATIONS SAMPLE SLIDES
- CHANGE QUOTES
- COMPLAINT QUOTE POSTERS
- COMPLAINT QUOTES
- CUSTOMER SERVICE CALL FLOW
- EMOTIONAL INTELLIGENCE SAMPLE
TRAINERS NOTES
- EXIT INTERVIEW QUESTIONS
- FACILITATION TIPS
- LATERAL THINKING PUZZLES I
- PERSONAL DEVELOPMENT PLAN
- GENERAL KNOWLEDGE QUIZ
- IF
- LATERAL THINKING PUZZLES II
- LEADERSHIP QUOTES
- LEADING EFFECTIVE TEAMS SAMPLE
TRAINERS NOTES
- LEARNING QUOTE POSTERS
- LEARNING QUOTES
- LISTENING QUOTE POSTERS
- LISTENING QUOTES
- MANAGING PERFORMANCE SAMPLE
WORKBOOK
- MANAGING YOUR PERSONAL BRAND
- MARKETING QUOTE POSTERS
- MARKETING QUOTES
- MEETING PLANNER
- MEETING REVIEW FORM MIND GAMES
- MY FRIENDLY ENEMY
- NAME THE GROUPS
- NEGOTIATION QUOTE POSTERS
- NEGOTIATION QUOTES
- PERSONAL SWOT ANALYSIS
- PLANNING AND PREPARATION QUOTES
- POTENTIAL QUOTES
- PRESENTATION QUOTES
- PRESENTATION SKILLS SAMPLE WORKBOOK
- PUNCHLINES
- QUESTION QUOTE POSTERS
- QUESTION QUOTES
- SELF PERCEPTION EXERCISE
- SETTING GROUND RULES
- SICKNESS SELF-CERTIFICATION
- SMART OPERATOR
- SOLVING PROBLEMS
- STRESS MANAGEMENT SAMPLE TRAINERS
NOTES
- SUCCESS STRATEGIES
- TELEPHONE PROCEDURE
- THE GRANDFATHER
- THE MAN IN THE GLASS
- TIME QUOTE POSTERS
- TIME QUOTES
- TWO WOLVES
- WORDS, WORDS, WORDS

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TRAINING DOCUMENTS

Please note: We provide these documents in good faith; we cannot be held responsible for any legal implications resulting from use of any of the documents available here. Please ensure you edit as necessary and check with a legal representative prior to using the document.



ACCIDENT INVESTIGATION FORM

INTENDED FOR: This form is useful to capture accidents and investigate the reasons behind them. Use this form as required to implement an accident investigation.

OBJECTIVES: A form used to report accidents and log the incident(s).

ADDITIONAL RESOURCE(S): Accident-Investigation-Form.doc



CALL MONITORING SHEET

INTENDED FOR: This document is useful to use when monitoring call center staff.

OBJECTIVES: Use this call monitoring document to help ensure that call center staff are meeting the required standards of the business.

ADDITIONAL RESOURCE(S): Call-monitoring-sheet.doc



CPD FORM

INTENDED FOR: Everyone that needs to track and log their Continuing Professional Development (CPD).

This four-sheet document has been designed to assist members of an organization develop their Continuing Professional Development (CPD) plans. It provides them with an opportunity to track their continuous development and review their progress.

OBJECTIVES: To ensure staff are provided with every opportunity to progress.

ADDITIONAL RESOURCE(S): Continuing-Professional-Development.doc



CONTRACT OF EMPLOYMENT

INTENDED FOR: Use as a contract for new recruits to your organization.

A seven-page document detailing the legal contract of employment for an employee. This defines the legalities of working for the organization.

OBJECTIVES: Assistance with creating this important document.

ADDITIONAL RESOURCE(S): Contract-of-Employment.doc

ALL AVAILABLE TRAINING DOCUMENTS

- COURSE NOMINATION
 - EMPLOYER ENGAGEMENT STRATEGIES
 - GOLDEN RULES OF PRESENTING – FACT SHEET
 - LEARNER ENGAGEMENT
 - LEARNING PLAN
 - MENTORING GUIDELINES
 - ORGANIZATIONAL HEALTH CHECK
 - PERSONNEL RECORD HR
 - PRE AND POST COURSE EVALUATION
 - PRE AND POST COURSE EVALUATION II
 - PROFESSIONAL QUALIFICATIONS POLICY
 - RISK ASSESSMENT FORM
 - SELF COACHING MODEL
 - SMART OBJECTIVES
 - TRAINING COURSE LOG SHEET 1
- TRAINING COURSE LOG SHEET 2
 - TRAINING EVALUATION
 - TRAINING EVALUATION – HOW TO
 - TRAINING EVALUATION FORM 1
 - TRAINING EVALUATION FORM 2
 - TRAINING EVALUATION FORM 3
 - TRAINING EVALUATION FORM 4
 - TRAINING EVALUATION FORM 5
 - TRAINING EVALUATION PLANNING
 - TRAINING EXPENSES POLICY
 - TRAINING NEEDS ANALYSIS
 - TRAINING OBSERVATION SHEET
 - TRAINING PROPOSAL DOCUMENTS
 - TRAINING SCOPING DOCUMENTS

YOUR NEXT STEP

How We Can Work Together

FOR YOU, YOUR BUSINESS, YOUR COMPANY

WE CAN BECOME YOUR CONTENT PROVIDER, OR IN-HOUSE TRAINING EXPERTS!

Whether you want individual training, or you would like to use our programs in your own training process....

With our fully customized training programs, you can now rely on continuous, professional training for you and/or all your employees... while helping you in assuring a vital connection between your company's vision and its everyday operations with standardized strategies and procedures throughout your company.

OPTIONS: One training at a time, Bundled trainings, All trainings by us, All training by you (we provide materials).

Also training companies can buy our programs. Or become a reseller / affiliate / licensee.

We also Train Trainers!

TRAINING CLASSES

ADMINISTRATIVE SKILLS

Administrative Office Procedures	Executive and Personal Assistants
Administrative Support	Meeting Management
Archiving and Records Management	Organizational Skills
Basic Bookkeeping	Social Media In The Workplace
Business Writing	Supply Chain Management
Collaborative Business Writing	

CAREER DEVELOPMENT

10 Soft Skills You Need	mLearning Essentials
Assertiveness And Self-Confidence	Negotiation Skills
Communication Strategies	Personal Branding
Creative Problem Solving	Project Management
Developing Creativity	Telework And Telecommuting
Digital Citizenship	The Cloud and Business
Entrepreneurship	Time Management
Interpersonal Skills	Women in Leadership

HUMAN RESOURCES

Business Succession Planning	Human Resource Management
Contract Management	Measuring Results From Training
Crisis Management	Millennial Onboarding
Developing a Lunch and Learn	Talent Management
Employee Onboarding	Train-The-Trainer
Employee Recruitment	Universal Safety Practices
Employee Termination Processes	Workplace Diversity
Generation Gaps	Workplace Harassment
Health and Wellness at Work	Workplace Violence
Hiring Strategies	

SALES & MARKETING

Body Language Basics	Motivating Your Sales Team
Call Center Training	Multi-Level Marketing
Coaching Salespeople	Overcoming Sales Objections
Contact Center Training	Presentation Skills
Creating a Great Webinar	Proposal Writing
Employee Recognition	Prospecting and Lead Generation
Event Planning	Sales Fundamentals
High Performance Teams Inside the Company	Servant Leadership
High Performance Teams Remote Workforce	Social Media Marketing
In Person Sales	Telephone Etiquette
Internet Marketing Fundamentals	Top 10 Sales Secrets
Marketing Basics	Trade Show Staff Training
Media And Public Relations	

WORKPLACE ESSENTIALS

Appreciative Inquiry	Customer Support
Business Acumen	Cyber Security
Business Ethics	Delivering Constructive Criticism
Business Etiquette	Developing Corporate Behavior
Change Management	Handling a Difficult Customer
Civility In The Workplace	Safety In The Workplace
Conflict Resolution	Team Building For Managers
Customer Service	Teamwork And Team Building

SUPERVISORS & MANAGERS

Budgets And Financial Reports	Manager Management
Coaching And Mentoring	Middle Manager
Conducting Annual Employee Reviews	Office Politics For Managers
Developing New Managers	Performance Management
Employee Motivation	Self-Leadership
Facilitation Skills	Supervising Others
Knowledge Management	Team Building Through Chemistry
Leadership And Influence	Virtual Team Building And Management
Lean Process And Six Sigma	

PERSONAL DEVELOPMENT

Adult Learning - Mental Skills	Job Search Skills
Adult Learning - Physical Skills	Life Coaching Essentials
Anger Management	Managing Personal Finances
Attention Management	Managing Workplace Anxiety
Being A Likeable Boss	Personal Productivity
Critical Thinking	Public Speaking
Emotional Intelligence	Social Intelligence
Goal Setting and Getting Things Done	Social Learning
Improving Mindfulness	Stress Management
Improving Self-Awareness	Taking Initiative
Increasing Your Happiness	Work-Life Balance

ADDITIONAL & CUSTOMIZED TRAINING IS AVAILABLE

CONTACT US
TO DISCUSS HOW WE CAN
BENEFIT FROM WORKING
WITH EACH OTHER

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