

Cultural and social

TOOL: Team building - Check in

Materials

Non

Time frame

5-15 Minutes.
Depending on
the size of the
team.

Team size

2-20

Level

Easy

When?

Throughout the
process, e.g. as-
sembly of team,
design of propo-
sal, during the
research process
and as an evalu-
ation.

Description of tool

As a facilitator you should reflect on what would be useful for the team at this moment in time: Is there a certain occasion, are you at the beginning of a project, in the middle of a project or finishing a project?

Ask the team members to ,check-in‘ or ,check-out‘ with one of the following questions, depending on where in the process the team is. Questions can be modified to the actual situation. This tool can also be helpful to create transparency if there is a conflict in the team.

EARLY IN THE PROJECT:

What am I bringing to this group?
How do I feel working in this group?
What is my vision for this group?

DURING THE PROJECT:

How do I feel working in this team?
What metaphor would I use to describe this group?
What’s making me heavy and what’s making me lighter right now?

END OF THE PROJECT:

What has been my highest high and lowest low from this project?
What big insight am I taking with me?
What am I going to do differently in my next group?
Who would I like to acknowledge in the group?

Links/References

<http://toolbox.hyperisland.com/check-in-questions>