TWO-MINUTE DRILL ACTIVITY

Focus: Teamwork, Cooperation, Communication

Time: 10 minutes

Objectives:

1. Recognize the importance of teamwork
2. Improve communication

Materials needed:

- Flip chart or large note cards or standard printer paper
- Marker

Introduction:

This fast-paced game works well with small to mid-sized groups (about 8-20 people).

Directions:

1. Prepare a flip chart by putting one key word or short phrase on the page. (Or, you can write the word/phrase on a large note card or sheet of paper)
   Examples of words or phrases include:
   - Effective workplace communication
   - Workplace teamwork
   - Colleague cooperation
   - Workplace success
2. Divide meeting participants into teams of 3-4 persons each
3. Each team selects a recorder
4. When provided with the word or phrase, each team is to brainstorm what the word/phrase means to them. (The primary rule of brainstorming is that every idea is written down; no ideas are rejected.)
5. The recorder writes down all of the ideas expressed by his/her team members. (For example, if the phrase is “effective workplace communication,” one team member might say, “My boss clearly expresses goals and expectations for all projects.”)
6. Allow each team five-minutes for brainstorming
7. After the five minutes is expired, the recorder for each team shares two ideas expressed by team members.
8. Once each recorder has shared two ideas, discuss the results as a group.
9. Lead a discussion about the ideas expressed.

Discussion Questions:

1. Overall, does our department communicate effectively internally as well as to the HCC community? (Or have this question focus on the specific topic of the word or phrase you chose.)
2. How can we, as a department, improve our performance in this area?
3. What are the advantages of effective communication?