



[insert ideas here]

Workshop-in-a-Box Toolkit

# Why a workshop-in-a-box?

We understand that not everyone has the resources or budget to bring in external facilitators to run their team activities- especially at a time where safety and distance are imperative.

That's why we're offering our exercises, activities and workshops as off-the-shelf purchases for you to use in your events- either virtually, or face-to-face. Simply let us know which exercises you're after, and we'll send you a "workshop-in-a-box", packaging up the materials and facilitator notes for you and your team to run.

As a one-off purchase, you'll then have your chosen exercises to use again and again for any other events you may hold.

The following pages look at warmups, energisers and state interrupters, as well as creative team challenges and business-focused exercises.

# Warm-ups, energisers and state interrupters

Flex

Kite

Poem

Solution

Cube

Movie

## **The paper elephant (virtual/face-to-face, 10 mins)**

A short starter exercise that levels the playing field and gives everyone a bit of fun! There's also absolutely no pressure to be good at it...because we're all starting from scratch. We'll ask everyone to grab a piece of paper, put it behind their back and tear out the shape of an elephant...no peeking. Half of the fun is in watching everyone's faces as they complete the task! Who can make the best elephant?

## **Zero-balancing (virtual/face-to-face, 5 mins)**

An "alternative" way of getting your body and mind working together. On one level, it frees up the "energy pathways", by tapping on acupuncture pressure points; on another level, it's just a silly series of actions that will wake you up, switch you on and prepare you for the day.

## **Vocal warmups (virtual/face-to-face, 10 mins)**

Have you been talking for a long time? Is your voice getting tired? Or are you just wanting to get everyone ready for the day? These quick head, jaw and shoulder exercises, taken from a professional performer's warmup routine, will relax your speaking muscles and ready your voice...

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## **You're Like Me, Because... (virtual/face-to-face, 20-30 mins)**

People are presented with a number of random objects (think a can of baked beans, a cricket bat, a pen, a bunch of flowers, a lemon, etc.). Everyone has to align themselves with the object with which they most identify- no matter how tenuous the link is. Tell us your story...

## **Hands up, hands down (virtual/face-to-face, 5 mins)**

A quick-fire exercise that starts from common ground and gradually refines the group down to a select few that have an interesting story to tell. "Put your hands up if you're on this Zoom call...keep your hands up if you're sitting in your office...keep your hands up if you have a cup of tea..."

## **Commonalities (virtual/face-to-face, 20 mins)**

Outside of working for the same company, what do we have in common? This exercise builds relationships within the group based on commonalities outside of the business world and gets out some great stories. Categories include: left-handed/right-handed; vegetarian/pescatarian/meat-eater; eldest/youngest/middle/only child, awards/certificates/trophies, broken bones/no broken bones, class clown, heart broken/heartbreaker...

# Warm-ups, energisers and state interrupters

## **1,2,3,3,2,1 (virtual/face-to-face, 15 mins)**

This exercise looks at knowing when to act and knowing when to be still. It requires concentration, intuition and observation skills to pre-empt and react to the actions of your colleagues. One person raises their hand for 10 seconds, then puts it down. Two people then do the same. Then three...

## **Shape Description (virtual/face-to-face, 15 mins)**

How good is your imagination and ability to follow instructions accurately? This exercise will put you to the test. We'll describe a combination of shapes, which, put together, form a picture. Your task? Draw exactly what you've heard and try to be as accurate as possible...

## **"Behold!" (virtual/face-to-face, 5 mins)**

This involves a lot of hilarity and good humour. We'll shout a statement that has to be brought to life by specific groups of people. E.g., "Behold! Everybody in Spain has spaghetti for arms!" or "behold! All the men here are paranoid about their ears!" Your job is just to respond in kind...

## **30 seconds to find... (virtual/face-to-face, 20 mins)**

You, at home, have 30 seconds to find something that fits the criteria we announce: most niche utensil, biggest mug, stupidest thing you can stir a cup of tea with, brightest object, something that represents your town or country...go!

# Exercises: strategy, process and business complexity

## The Packed Lunch Exercise (face-to-face)

Think making a sandwich is easy? Each group has to document the process and procedure in making a sandwich, using only the materials provided. They must document the process and procedure themselves, then use someone else's documentation and follow the instructions...exactly as written.

## Treading on Eggshells (face-to-face)

Teams are given the task of transporting a set number of eggs, safely, without breaking them, from one side of the room to the other, overcoming a number of challenges. To do this they have to write a detailed, but easy to follow process, bearing in mind time, cost, quality and safety at all times.

## The Pitfall Challenge (face-to-face)

Teams are given the task of constructing a network, avoiding pitfalls along the way. Exploring the complexities of process, budgeting and delivery, it requires teamwork, an attention to strategy and an awareness of the consequence of decisions.

***NB- these exercises can be tailored to the time available.***

# Exercises: strategy, process and business complexity

## The Customer Service Challenge (face-to-face)

This exercise looks at how processes and paper work can multiply unnecessarily, making tasks complex and worsening the customer experience. It also explores the role that attitudes and behaviours play in any service interaction.

## The Personal Impact card game (virtual/face-to-face)

This card game examines the balance between wellbeing and the environment when it comes to travelling to work. With the profile you are given, which decisions do you make about your commute to work, and which pressures do you listen to the most?

## The Perpetual Hand-off (face-to-face)

A fast-paced exploration of how workloads can be shared amongst a group of people successfully, if everyone on the team looks out for each other, and knows when and how to play their part.

***NB- these exercises can be tailored to the time available.***

# Exercises: creativity, collaboration and problem-solving

## Improvisation workshop (virtual/face-to-face)

Teams are given a time-sensitive task, involving constructing and dismantling a structure, with each team member facing restrictions on what they can and can't do. How far do you push yourselves? How do you work together safely under pressure?

## News bulletin (virtual/face-to-face)

In the style of a tongue-in-cheek newsroom, teams are tasked with telling the story of the event in their own way, ready to replay to the rest of the group. This could involve pictures and screenshots they've taken of the event, notes and reportages from other attendees, and even interviews! Bonus points for any team that gives the best news-show presentation.

## The Art of Business (virtual/face-to-face)

Teams are given the task of representing their team, function, business- or even their journey over the last months or years- in art form. What you use is up to you, but it must tell your story...how will you do this when you can only collaborate over the virtual airwaves?

***NB- these exercises can be tailored to the time available.***



# Exercises: creativity, collaboration and problem-solving

## The Art Gallery (virtual/face-to-face)

Like *The Art of Business* session, this is a creative exercise, but it's far more personal. Your task is to find an object, picture or structure that you believe represents you, your journey and your contribution to the organisation. Think of it as a time capsule- how will you be remembered? Write up the artist's notes, create your display and we'll tour the "art gallery" together.

## Find Your Treasure (virtual/face-to-face)

This session is a team treasure hunt with a difference: the treasure is the knowledge you gain and the stories you tell. Using where you live/where you are based as your canvas, find objects and tell stories that represent you, your team and your business...wherever you can find it on your treasure hunt!

## The Storybook Challenge (virtual/face-to-face)

This session is fun, creative and always features lots of laughter! We'll give you a story (think classic literature, films, plays or even pantomime) and your team will have to work together to tell part- or all- of the story. Yes, virtually. There will be top marks for creativity (think costumes, props and makeup!), collaboration and your willingness to get stuck in...

***NB- these exercises can be tailored to the time available.***

# Exercises: creativity, collaboration and problem-solving

## Costume party recycling challenge (virtual/face-to-face)

There's a drive for sustainability right now, but can you replicate this at home? Your challenge is to make your own fancy dress costume- the kicker is that it all needs to be made from recycled materials. Get saving your boxes!

## The Upcycle Challenge (virtual/face-to-face)

Given a pile of recycled materials, some tape, some glue and their best know-how, each team has to build a vehicle that will be raced. Prizes for the fastest, most ambitious and the design that looks closest to the design sketched out on a piece of paper...

## Improv PowerPoint (virtual/face-to-face)

A tricky task for those who are good at thinking on their feet! Members of the team are tasked with hosting a presentation, but they have a slide deck they've never seen before, which may contain some...interesting...content. Can they seamlessly deliver their presentation without knowing what's coming next?

***NB- these exercises can be tailored to the time available.***

# Exercises: creativity, collaboration and problem-solving

## Game Changers (face-to-face)

This free-form features emphasis on willing participation, letting go of established behaviour and remaining open to possibilities. We invite groups to discard the learnt behaviour of adults and embrace the wild imaginations of the children they once were- by creating a game from scratch.

## Guess Who? (virtual/face-to-face)

Much like the title suggests, this involves working out who's who. The team are independently asked a series of questions (favourite film, item of clothing, best memory, etc.) and their answers recorded. The answers are then released to the wider team and throughout the event, attendees are given the task of matching the answers to their fellow team members. It's harder than you think!

***NB- these exercises can be tailored to the time available.***

# Exercises: team working and relationship building

## The Path of Change (face-to-face)

A team exercise that looks at how teams cope with uncertainty when undertaking a new venture, how they plan and strategise together- and adapt and deal with change when it happens. Will you find the correct path to get from one point to another?

## The Path of Change (face-to-face)

This game allows groups to learn about strategy and working together as a team - by using awareness, looking out for those around you, being able to be more objective from a distance, and the balance between proximity to a problem, and fitness to act in service of solving that problem.

## The Personal Styles Matrix (face-to-face)

This exercise encourages people to consider their own personal style and how it can change under stress or in challenging circumstances, considering how they respond to external factors.

***NB- these exercises can be tailored to the time available.***

# Exercises: team working and relationship building

## The Social Styles Matrix (face-to-face)

This session explores your "social style", the preferred way in which you wish to be communicated with and your default state, considering the two axes: assertiveness and responsiveness.

## Ghosts, Blockers and Champions (face-to-face)

Exploring your working relationships with other team members, the roles they play for you and the impact they have on your success. Are they a ghost, a blocker or a champion?

## The Communications Workshop (face-to-face)

In this light-hearted session, we examine the tiny elements that influence how we do– or don't– get along with other people, breaking down individual components and testing them out on each other in an entertaining and engaging way.

***NB- these exercises can be tailored to the time available.***

# Estimated costs

These estimate costs are for our "workshop-in-a-box" option, where the session is purchased "off-the-shelf" for you to facilitate yourselves.

## "Workshop-in-a-box"

This includes:

- Use of our exercise/materials for your event
- All facilitator notes and materials delivered to you (virtually and/or physically)
- A briefing call with our facilitation team to run you through the exercises and facilitator notes, with hints and tips

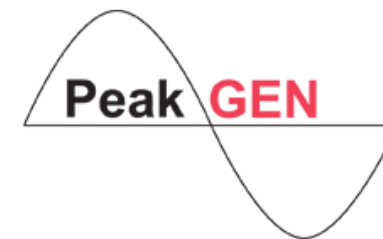
**One-off fee: £200 to £1,500 depending on exercises, prep, materials and session length**

*NB- any and all expenses incurred by us will only ever be recharged at cost.*



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