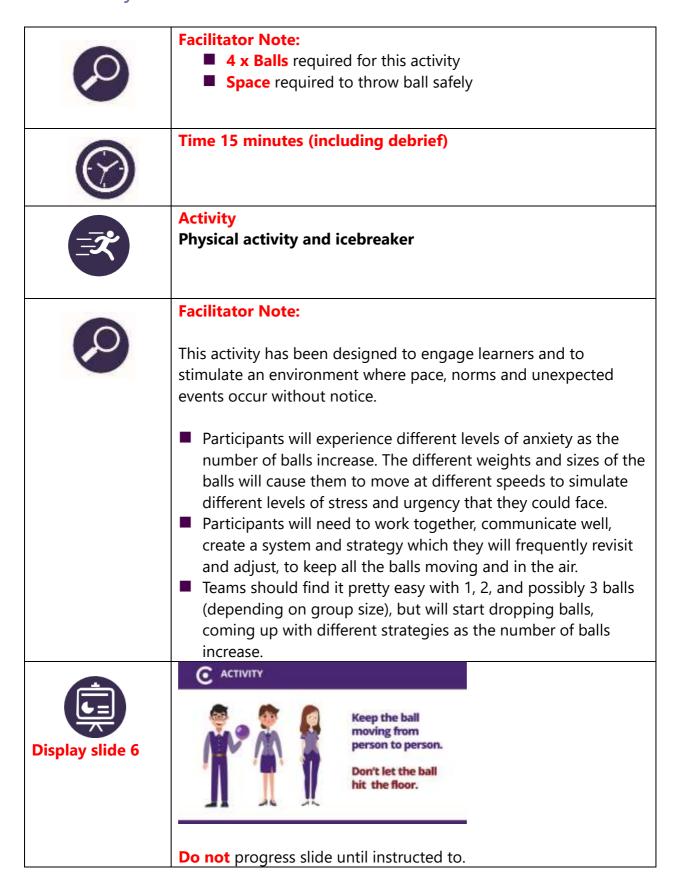
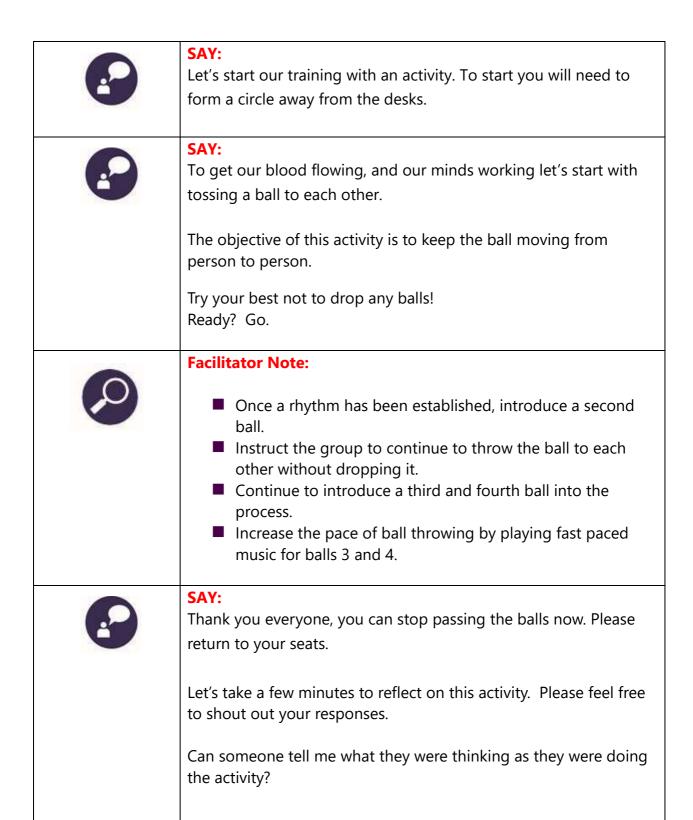
## Ball activity/icebreaker







#### **Facilitator Note:**

#### **Activity** debrief

- **ASK** participants to reflect on the emotions and stress they felt during the activity.
- **ASK** why they chose their passing methods, and when they opted to change things up.

Ideally, participants will recognise that this is relates to a work environment where processes change, new people start, or people leave. Project work gets allocated.

**ASK**: Can someone tell me what they were thinking as they were doing the activity?

- Why do they keep adding balls?
- How am I supposed to keep them all in the air?

**How** did you feel during the activity?

#### **Answers** to include:

- Stress
- Unbalanced
- Frustrated that more balls kept getting added as soon as we were getting the hang of it

#### **ASK:**

How did you react as each ball was added?

#### **Answers** should include:

- We had to start communicating
- We needed a system for example, everyone passes to the left, or say the person's name before throwing it to them
- Had to keep changing the system to adapt to new balls

#### **ASK:**

Why do you think we did this activity?

#### **Answers** should include:

- We'll need a system and processes in place to manage our work this year
- We'll need to be flexible and adaptive
- There are going to be some expected challenges but some unexpected ones

# Learning action plan

	5 - 8 minutes
	Individual learning plan
<b>2</b>	Learners to reflect what actions to apply to make the most of their professional development opportunity.
	SAY:
	To make the most of your professional development opportunity today, it is important that you commit to a personal action plan.
	You will notice that page 43 of your workbook has a page dedicated to this.
	Take a few moments to reflect on the following:
	What actions will you start to improve your skills associated with building rapport?
	What actions or behaviours will you stop doing that will assist you building rapport more easily?
	What actions will you continue to apply?
	© ACTION PLANNING
Display slide 57	STOP START CONTINUE What actions with What set you start What set you
(original slide deck.)	you slep doing to donny to increase continue to do to improve your time the effective-feets of variation your management your new expertise?    doi:10.20
2	Facilitator Note:  Allow time for reflection.

# **REVIEW**

	5 minutes
2	<ul> <li>Facilitator:</li> <li>Refer to the learning outcomes shared at the beginning of the session.</li> <li>Discuss how each of these objectives has been met.</li> </ul>
8	Today we have discussed and learnt about:  When we work best Time management myths Why we procrastinate 2 different approaches to time management Ways that technology can assist Setting goals And the true cost of interruptions  We have completed this via discussion, group work, activities, quizzes and reflection.

8	SAY:
	Thank you for your time and participation today.  I would like each of us to share with each other something that we have learnt today either about ourselves, our teams or the content.
8	SAY:
	Let's celebrate our learnings together by sharing something that we have learnt.
<b>②</b>	Facilitator Note:
	■ Each participant to share one new thing that they have
	learnt.
8	SAY:
	Feedback is an important part of this course.
	I would like each of you to take a few moments to complete today's training evaluation.
	The more targeted the feedback the better it is.
2	Trainer Note:
	■ <b>Distribute</b> evaluation feedback sheets to each learner.
李	Individual activity
	Learners to complete evaluation sheets.
8	SAY:
	Thank you again for your contributions throughout the workshop.

### **Session Close**

