

Decoding Team Building Activities

Professional Development Outline

Designed and Offered by Dr. Chris Cavert

Objective of the Exercise: The student will take a team building activity (provided by Dr. Cavert) written in short form and write it into long form. The process includes reading the short form summary, considering what is involved in the activity, and then writing it out (decoding it) in a way that someone new to team building could read and lead the activity.

Information Provided to the Student:

Decoding Team Building Activities

- Every four activities decoded, you receive 1 Professional Development hour.
- Only the activities specified by Dr. Cavert can be decoded (e.g., specified Blog posts).
- After completing the requirements for decoding (below), email (attachment) your decoding sheets to Dr. Cavert.
- Within a week you will receive feedback and a certificate of completion (if requirements are met) from Dr. Cavert.
- SEND TO: chris.cavert@gmail.com

Requirements for Decoding Activities

- Use one of the Activity Decoding Worksheets provided below (Word or PDF format) for each specified activity you are decoding.
- If you want to print the Worksheet and write out your information, scan (good apps for the phone) and send completed work.
- Use the Text Box feature in your Adobe (PDF) reader to add information to the PDF Worksheet.
- Using Word? You know what to do. (I would love it if you could send back your docs in PDF form - but, this is not required!!)
- **Page 1:** At least 12 of the categories (bold headings) must be filled in with relevant information - if you do all 16 you are learning even more. (Specifics on some of the categories are included below.)
- **Page 2:** There must be enough information included on this page to lead the activity. Want it to be exceptional? Write information here that (almost) anyone could read and then lead. (We're talking a person you would put in front of your group if you were not there.)
- Send in all four decoded activities at the same time. They do not have to be in one file (but, they can be). You can attach four separate files.

Please email Dr. Cavert if you would like additional information about this Professional Development opportunity.



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