

# Staff Training Activities Workshop



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Michelle Cummings M.S. is the Big Wheel and founder of Training Wheels, a known leader in the Team Development industry. She is an accomplished author and is a sought-after speaker and consultant on leadership, teambuilding, and experiential learning. Michelle has created a wide variety of facilitation, debriefing and teambuilding activities that have collectively changed the way trainers and educators work.

Michelle has delivered innovative leadership programs for such organizations as The Children's Hospital, Air Force, TIAA-Cref, and Cherry Creek High School. She has also created and facilitated team trainings for Aggregate Industries, Navy Installations Command, On The Border, Institute for Accounts Payable Professionals and Boehringer Vetmedica. She is currently working with Stephen M.R. Covey and his associates at CoveyLink on developing experiential activities for Stephen's most recent book, *The Speed of Trust*.

Michelle has authored 4 books to date and a 5<sup>th</sup> is in its final stages.

Michelle, along with Dr. Jim Cain and Jennifer Stanchfield are the authors of the renowned book, ***A Teachable Moment, A Facilitator's Guide to Activities for Processing, Debriefing, Reviewing, and Reflection***. The book has over 120 different processing tools, activities, and techniques for facilitators.

Michelle is also the author of ***Bouldering Games for Kids, an Educational Guide for Traverse Walls*** and ***Playing With a Full Deck, 52 Team Activities Using a Deck of Cards***.

And new in 2010, ***Setting the Conflict Compass, a Facilitator's Guide for Conflict Resolution Activities*** is Michelle's most recent publications.

Look for ***What To Do With a Few, Partner activities for 2 or 200*** due out in 2011.

Michelle is currently working on 4 other titles. Sign up for Michelle's free games newsletter to receive updates on these titles and for free activities online at [www.training-wheels.com](http://www.training-wheels.com).

## Ice Breaker Thumbball

Silver/Black, 32 panels. 6 inch

The name says it all! One of the best “icebreakers” ever! Learn more about yourself and others with participation in this team building activity. Allows adults of all ages to get to know each other.



Throw it. Catch it. Look under a thumb. React to it!

The easiest way to play is to get the participants into a circle and ask them to toss the ball to one another. Whenever the ball is caught, ask that person to look underneath their right thumb and provide an answer for the category listed there.

Adds interest to get-togethers, club meetings, training sessions, group therapy and meetings.

## Move Your Body Thumbball

Instead of the traditional stretches in the morning, use the Move Your Body Thumbball. Increase physical activity by acting out the movements used when playing sports, enjoying hobbies and performing exercises. Enhances co-ordination and activates muscle groups. Use sitting in a chair, standing up or full body expression in the gym. Great prompts for charades and improvisational



## Switch, Change & Rotate

Ask your players to get into groups of 4-5 and stand in a single-file line facing in the same direction. “Switch.” The player at the front of the line peels off and goes to the back of the line – practice. “Change.” The line of players is required to turn 180 degrees to face the opposite direction – practice. “Rotate.” This command requires the front and back players to exchange places – practice. Spend a little time practicing with each command while the groups are stationary. At this point you are going to add the command, “Move.” On this command the groups start walking in their single file line formation – the head of the line being the leader. Start out the groups with, “Move” then begin working in the Switch, Change & Rotates as the groups are walking around.

## Your Turn at the Wheel Card Series



## Icebreaker Wheelies and Leadership Wheelies

These card decks have 65 amazing questions for Icebreaker questions and Leadership questions. There are multiple ways to use these cards! Here are a few ideas:

Ice breaker exchange: Hand one card to each participant. Ask them to find a partner and share their response to the question on their card. After the two have each shared their response, have them exchange cards and find a new partner. Encourage 3-4 partner exchanges.

Journaling: There are 65 cards in this deck. Pick one card each week and spend a minimum of 15 minutes journaling thoughts about their leadership. Keep all of your writings in one location to look back and see how much you grow as a leader each year.

## As If

Divide your group into pairs. Begin this activity by letting participants know that you will give them a relationship role to play for the upcoming interaction. Have the pairs stand about 15 feet apart from one another. Have them determine which partner will be the "greeter" and which partner will play out the "role." Each interaction is approximately 20–30 seconds in duration. Then announce the first interaction.

Ask your group to greet another person in the room **AS IF** you are:

- Long lost college roommates
- A controversial famous person, e.g. President George W Bush
- A colleague you have had a conflict with

**Body Part Debrief™** Michelle's popular innovation for engaging groups in reflective discussion is a collection of foam "body parts" that represent feelings and experience. Ask your participants to relate an experience to one of the body part balls before them. The heart might represent a feeling they had; the stomach might represent something that took guts to do or pushed you outside your comfort zone.

### **The Body Part Debrief--Embodying Leadership**

The Body Part Debrief was one of the first activities I created at Training Wheels. It is by far our most popular debriefing tool and my personal favorite. I use it with 90% of the groups I facilitate! I had the pleasure of being one of the keynote speakers for the US Patent and Trade Office in August 2008. The theme of their conference was Embodying Leadership to Transform the Future. The conference committee did a wonderful job at breaking down the qualities of great leaders and applying them to the different parts of the body. I wanted to share with you this great variation of our Body Part Debrief activity and how you can use it with your groups.

Embodying Leadership means exhibiting behaviors that motivate and influence, such as developing others, increasing self-awareness and leading by example. Part of transforming the future involves a change in philosophy as to how leadership development has traditionally been viewed within organizations.

Leaders exist, and can be developed, at all levels in an organization. Leadership is not reserved for specific titles and roles. Organizational excellence can be achieved by embodying the characteristics and practicing the skills necessary to earn respect, sustain performance, and inspire dedication.

Here are some body part metaphors to use for Leadership using the Body Part Debrief.

### **The Elements of Embodying Leadership**

#### **Heart of a Leader (heart)**

Building trust and respect among those we lead

#### **Mind of a Leader (brain)**

Thinking strategically, translating strategy into tactical actions; making sound decisions

#### **Core of a Leader (spine)**

Being courageous enough to stand up for what is right

#### **Ears of a Leader (ear)**

Actively listening to others and hearing what is important to them

#### **Walk of a Leader (foot)**

Being accountable for our own actions

#### **Eyes of a Leader (eye)**

Seeing the vision for the future

#### **Voice of a Leader (lips or smiley face ball)**

Leaders at all levels speak a common leadership language; leaders know when to speak up for the good of the organization

#### **Shoulder of a Leader (full body or shoulder)**

Taking on responsibility ourselves

Please use these metaphors with the teams you work with. Together we can inspire great things in your leaders.





Shake hands with everyone!

No talking.

Make a loud noise until someone asks you to stop.

Find 1 thing in common with 3 different people.

**Play, Rock, Paper, Scissors until you win three times in a row.**

**Make up a handshake then teach it to someone else.**

Get everyone to stand in a circle. Don't be obvious.

Stand on one leg until you get five other people to do the same thing. No talking.

**Compliment four people.**

Find out who grew  
up the closest to  
you.

Make another  
person say  
“Touchdown”  
without talking or  
writing.

Tell everyone your  
middle name.

Hop on one foot  
for 20 seconds,  
you must get  
someone to count  
for you.

Pretend to be a  
bus driver and get  
as many people as  
possible to ride  
your bus.

Using your finger, write  
“High 5” on someone’s  
back. They must  
guess correctly the  
words you are writing.  
No talking.

Skip all the way  
around the room.  
  
Don’t be obvious.

Stand on one leg  
for a long time.  
  
No talking.

Find a penny.

Teach someone something.

Make another person say  
“Cow Bell” without talking or writing.

Do a quick log roll...  
Don't be obvious.

Listen to someone with great interest for a minute.

Find a pen and give someone your autograph...

Invite people to sing a few rounds of Row, Row, Row Your Boat

Do a little dance and don't stop until someone smiles at you.

Using your finger, write  
“Lump” on someone’s  
back. They must  
guess correctly the  
words you are writing.  
No Talking.

Clap for 60  
seconds.

Stand really close  
to someone until  
they ask you to  
back off.

Do your best  
cheerleader hop.  
Don’t be obvious.

Without explaining, shake  
someone’s hand for 60  
seconds counting to  
yourself silently. If the  
other person pulls away  
early you must find a new  
person and start over.

Thumb wrestle  
with a partner for 2  
full minutes.

Tell three people  
your favorite  
subject in school  
without showing  
your teeth.

Get as many people  
as you can to sit on  
the floor and keep  
them there as long  
as you can.  
The record is 4 min!

Make someone  
laugh.  
No talking.

Shake for 60  
seconds.

Talk to someone for  
60 seconds about  
anything you want, if  
they interrupt you  
start over.

Don't be obvious for 30  
seconds, if anyone  
attempts to interact  
with you run away and  
start over.

Look into  
someone's eyes  
for 10 seconds.  
Don't forget to  
smile.

Create the largest  
stack of shoes  
you can.

Tell three people  
what you think  
about what they  
are doing.

Shake hands like  
you're leaving with 5  
people.

Ask each person if they feel okay today and reassure them that they are doing fine.

Quiet down the crowd for as long as you can.

Share something about yourself to each person that talks to you during the rest of the activity.

Compliment 4 people.

Smile as hard as you can without showing your teeth for about half a minute.

Lightly punch 5 people in the arm and grunt at the same time.

Multiply  $12 \times 12$ . Then yell out, "The answer is \_\_\_\_\_!" 10 times loudly with enthusiasm.

Give out 10 High 5's.

Sing the Star  
Spangled banner  
somewhat loudly.

Moo like a cow  
until someone else  
moos with you.

Do 25.3  
Jumping Jacks.

Compliment 5  
random people.

### Recommended Publications

A Teachable Moment, a Facilitator's Guide to Activities for Processing, Debriefing, Reviewing, and Reflecting. Jim Cain, Michelle Cummings, Jennifer Stanchfield, 2004. Kendall Hunt Publishing, Dubuque Iowa 2004.

Essential Staff Training Activities, Jim Cain, Claire Marie Hannon and Dave Knobbe, Kendall Hunt Publishing, Dubuque Iowa 2009.

Islands of Healing, A Guide to Adventure Based Counseling by Jim Schoel, Dick Prouty and Paul Radcliffe, 1989, 301 pp. Project Adventure, www.pa.org

Lasting Lessons, Clifford Knapp, 1992, ISBN 1-880785-06-4, ERIC Publishing, PO Box 1348, Charleston, WV 25325

Reflective Learning: Theory and Practice. Sugarman, D. Doherty, K., Garvey, D., Gass, M. Kendall Hunt Publisher, 2000.

Open to Outcome, Micah Jacobsen and Mari Ruddy, 2005, Wood N Barnes Publishing.

Processing Pinnacle, An Educator's Guide to Better Processing by Steve Simpson, PhD, Dan Miller & Buzz Bocher, 2006, Wood N Barnes Publishing.

Processing The Experience, Second Edition; John L.Luckner, Reldan S.Nadler, Kendall Hunt Publishing, Dubuque Iowa 1997.

Setting The Conflict Compass, Activities for Conflict Resolution and Prevention, Michelle Cummings with Mike Anderson, Kendall Hunt Publishing, Dubuque Iowa 2010.