



OUTBACK TEAM BUILDING

THE ULTIMATE GUIDE TO TEAM BUILDING



THANKS FOR CONSIDERING OUTBACK TEAM BUILDING

Outback Team Building has over 25 years of experience executing team building, training, and coaching solutions for corporate groups throughout North America.



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ABOUT US

At Outback Team Building, our mission is building relationships through memorable experiences.

We're passionate about helping teams—big and small—achieve their goals and address a wide range of business challenges. Whether you're looking to improve communication, foster collaboration, or celebrate success, we have over 60 unique and engaging activities designed to captivate, motivate, and entertain your group.

Since our founding, we've grown to become North America's leading provider of team building and training solutions, with thousands of events executed seamlessly across the continent. Our activities are tailored to fit individual group dynamics, ensuring your team has a fun and memorable experience every time.

We love what we do and pride ourselves on executing every event brilliantly. Our team takes care of all the details so you can sit back, relax, and know that your event is in good hands. Our clients consistently remark on the energy and passion our event coordinators bring to the table, helping create an outstanding experience for everyone involved.

At the end of the day, our goal is simple: to deliver an experience that not only entertains but also brings your team closer together.

WHY CHOOSE US?

WE'RE RECOMMENDED

With numerous successful events and consistently high client ratings, we have earned a reputation as a trusted partner for organizations throughout North America. From startups to Fortune 500 companies, our clients love our passion, energy, and commitment to creating memorable team building events.

WE'RE FLEXIBLE

No matter the size, goals, or dynamics of your team, we offer over 60 unique activities designed to fit your needs. Whether you're looking for an in-person event, a virtual experience, or a hybrid solution, we handle all the details so you can focus on what matters most: enjoying the event.

WE'RE FAST

We understand that time is of the essence, which is why our event planning process is seamless and efficient. From initial booking to event execution, our dedicated support team works quickly to ensure your team building experience is stress-free and runs smoothly, even on short notice.



GETTING SET TO HOST A TEAM BUILDING ACTIVITY



So, you've been tasked with planning an unforgettable team building activity.

If you're feeling unsure where to start or overwhelmed by the pressure of hosting an event that will deliver equal parts fun and positive professional outcomes, this guide is for you.

The Ultimate Guide to Team Building was developed by our event planning experts, who have produced activities for corporate groups like Expedia, Coca-Cola, Microsoft, and 30,000 other organizations across North America.

Regardless of your role or level of experience, this guide will help you take the guesswork out of organizing a successful team building activity.

Packed with tips and templates, this actionable guide will help ensure your:

- Planning is organized and easy
- Activity selection aligns with your goals
- Promotional materials are engaging
- Execution is flawless and fun
- Follow-up is useful and effective





PHASE 1: PLANNING YOUR TEAM BUILDING EVENT

Let's face it, trying to plan an exciting activity by yourself that will run smoothly and everyone will like—on top of your everyday responsibilities—can feel impossible.

Whether your team is fully remote, hybrid, or entirely in-person, planning a successful team building event requires a flexible, thoughtful approach.

By following these 10 easy steps, you'll have all the tools you need to create a memorable, well-organized team building event that strengthens connections, boosts morale, and aligns with your company's culture.

STEP 1: SET PARAMETERS FOR YOUR TEAM BUILDING ACTIVITY

When planning a successful team building event, start by understanding your team's structure to shape your entire approach, from activity selection to logistics. Identify whether your team is fully in-person, hybrid, or entirely remote to tailor an engaging and accessible experience:

- **Fully In-Person:** Choose any on-site or off-site event, leveraging the ability to gather everyone in one location.
- **Fully Remote:** Opt for virtual team building activities that maintain engagement across distances.
- **Hybrid:** Design an event that caters to both in-office and remote employees, ensuring accessible participation for all.

Set key event parameters early:



- **Event Size:** Decide if this will involve the entire company or just specific departments.
- **Duration:** Determine if the event will be a single day or extend over multiple sessions.
- **Participation Style:** Choose between simultaneous engagement or smaller, segmented breakout sessions.
- **Location Feasibility:** Consider travel arrangements for remote employees or a virtual alternative if necessary.

Establishing these details upfront helps streamline planning, making your event inclusive and effective.

PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 2: DETERMINE YOUR TIMELINES

When planning a team building event, establishing a clear timeline is crucial. The timeline will vary based on whether your event is virtual or in-person, and must account for all logistics, from technology setup to venue booking.

Planning Timelines for In-Person Events

For in-person events, allowing enough preparation time is key to addressing the complexities of venue, travel, and activity coordination effectively.

- **Preparation Time:** Four to six weeks for events with fewer than 100 people; four to six months for larger events requiring more extensive coordination.
- **Task Management:** Use Excel to create a task list and track key deadlines. Consider using a Gantt Chart for a visual timeline and progress monitoring.

Planning Timelines for Virtual Events

Virtual events, while not requiring travel and venue arrangements, still need careful planning to ensure technical reliability and participant engagement.

- **Scheduling:** Minimum of two weeks to ensure a seamless execution.
- **Technical Preparation:** Select a reliable virtual platform and perform technical checks.
- **Communication:** Send out invitations early to allow attendees to organize their schedules.



PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 3: DEFINING YOUR TEAM BUILDING GOALS

Before selecting an activity, it's important to clearly define what you want to achieve with your team building event. Whether your team is gathering in person or virtually, having a well-defined goal ensures that the event is not only enjoyable but also meaningful.

The 5 Ws of Setting Team Building Goals

A great way to get started is by asking yourself the five “W” questions:

- **Who** is participating?
- **What** kind of experience do you want to create?
- **Where** will the event take place (physical or virtual)?
- **Why** are you organizing this event?
- **When** will it happen?

For example, if your sales team of 45 people just had a record-breaking quarter and you want to reward them with a fun activity in August in New York City, your goal might be:

“We want to reward our sales team of 45 people for an awesome quarter with a fun activity this August in New York City.”

By outlining these details, you create a clear framework that will help guide your decisions as you move forward in the planning process.

Common Goals for Team Building Events

Regardless of the format you choose for your team building activity, some of the most common goals for workgroups include:

- Strengthening communication
- Building relationships
- Boosting morale and motivation
- Encouraging collaboration
- Creating an opportunity for fun and relaxation

For in-person events, the focus may be on hands-on collaboration and engagement, while for virtual events, the goal may be to help reconnect colleagues who don't often see each other or to enhance a sense of belonging among remote employees.



Once you've identified your goal, you'll be able to select the right team building activity that aligns with your objectives and maximizes the impact of your event.

PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 4: SET UP YOUR TEAM BUILDING EVENT PLANNING TEAM

Planning a team building event—whether in person or virtual—can be a big task for one person to handle alone. Setting up a planning team helps distribute responsibilities, gather diverse input, and ensure that the event meets everyone’s expectations.

Why a Planning Team is Essential

You know the saying: “If you want to go fast, go alone. If you want to go far, go together.”

However, when it comes to planning a team building activity, going together makes everything better, and that’s why a planning team is vital.

A well-structured planning team can:

- **Delegate tasks** to prevent one person from being overwhelmed
- **Gather input** from different departments or teams to make sure the event is enjoyable for all
- **Manage logistics**, such as booking a venue, scheduling a virtual platform, or organizing activities
- **Keep the planning process moving** smoothly, even if one organizer is unavailable

How to Gather Input from Your Team

Rather than guessing what your colleagues will enjoy, go straight to the source. Survey your team to understand their preferences—whether it’s a hands-on, in-person experience or a virtual event designed for connection and engagement.

You can use online surveys, quick polls, or brainstorming tools like mind maps to generate ideas.

For remote teams, tools like Google Forms, Slack polls, or collaborative whiteboards can help facilitate discussions and ensure everyone’s voice is heard.



PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 4: SET UP YOUR TEAM BUILDING EVENT PLANNING TEAM

How to Ask for Planning Help

Not sure how to build your planning team? Start by sending a simple, friendly email asking for volunteers:

To: |

Cc:

Subject: **Help Wanted! Team Building Event Planning**

From:

Hi All,

As you may know, I've recently taken on the task of organizing our department's next team building event, and I need your help!

Please let me know by Friday if you are available to assist with a few planning details, such as:

- Selecting the group activity
- Booking a venue or location (for in-person events) or choosing a virtual platform
- Creating an agenda for the day

Looking forward to working together to make this a great event!

Thank you!

By forming a planning team early, you'll ensure a smoother event planning experience, gather great ideas, and create an event that everyone is excited to attend.

PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 5: BUILD YOUR TEAM BUILDING EVENT BUDGET

Setting a budget is crucial for planning a successful team building event. It determines the type of activity, participation numbers, and logistics. Having a clear financial plan, whether for in-person or virtual events, helps avoid surprises and ensures smooth execution.

Breaking Down Your Budget for In-Person Events

Assemble a budget that reflects the real costs and expectations of your event:

- **Transportation and Parking:** Consider the costs for all attendees to get to and from the event.
- **Venue Booking and Permits:** Account for the rental fees and any permits required for the location.
- **Activity Providers or Facilitators:** Include fees for any external facilitators or activity-related expenses.
- **Food and Beverage:** Plan for meals, snacks, or refreshments throughout the event.
- **Insurance or Liability Coverage:** Ensure coverage for the event, safeguarding against potential liabilities.
- **Fees:** Include any additional costs, such as credit card processing fees.

Allow for flexibility with a contingency fund for unexpected expenses. Track expenses using an Excel budget table to adjust and manage costs effectively.

Everything You Need for Your Virtual Event Budget

Virtual events typically require fewer logistical costs, focusing the budget on engagement:

- **Virtual Event Platforms or Facilitation:** Budget for any software or professional facilitation costs.
- **Digital Engagement Tools:** Include expenses for interactive tools or games.
- **Guest Speakers or External Facilitators:** If applicable, factor in fees for any guest appearances.



Virtual events often allow for a scalable participant size without significant cost increases, providing more flexibility in budgeting.

By defining your budget limits early, you simplify activity selection, manage logistics efficiently, and mitigate planning stress.

PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 6: PICK A DATE AND TIME FOR YOUR TEAM BUILDING EVENT

Setting a firm date and time for your team building event is a key part of the planning process. Once these details are locked in, you can start mapping out logistics and work backward to ensure everything is organized on schedule.

What to Think About When Selecting a Date and Time for In-Person Events

Choosing a date may seem straightforward, but there are several factors to consider before finalizing your plans:

- **Stakeholder Availability:** If key leaders or team members need to be present, check their availability before committing to a date.
- **Scheduling Conflicts:** Avoid major deadlines, company events, or industry-wide busy seasons.
- **Duration Flexibility:** Depending on the activity, you may be able to structure the event over a few hours or multiple days to accommodate different schedules.
- **Seasonality and Weather:** If your event includes outdoor activities, be mindful of the time of year and typical weather conditions in your area.

Essentials for Selecting a Date and Time for Virtual Events

Virtual events provide more flexibility, but it's still important to choose a time that maximizes participation:

- **Time Zones:** If your team is spread across multiple locations, select a time that works for the majority or consider splitting the event into sessions to accommodate different regions.
- **Workload Considerations:** Avoid scheduling during peak business hours or near important project deadlines.
- **Session Length:** Virtual team building activities are often best kept short and engaging—typically one to two hours—rather than full-day events.

By locking in your date and time early, you can streamline the rest of your planning process and ensure that everyone has enough notice to participate.



PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



STEP 7: CHOOSE THE RIGHT VENUE OR PLATFORM FOR YOUR TEAM BUILDING ACTIVITY

Picking the right venue or platform is crucial to the success of your team building event. It sets the stage for engagement, participation, and overall enjoyment. Whether your event is in-person, virtual, or hybrid, thoughtful consideration of the location or platform will enhance the experience for all participants.

Choosing the Right Venue for In-Person Team Building Activities

When hosting an in-person team building activity, consider the following factors to ensure your venue aligns with your event's needs:

- **Indoor or Outdoor Activity:** Determine if your activity is best suited for an indoor or outdoor setting. This decision will influence your venue options and help narrow down suitable locations.
- **Capacity:** Ensure the venue can comfortably accommodate your entire group. Overcrowded spaces can hinder participation and enjoyment.
- **Amenities:** Check for essential amenities such as internet access, audio-visual equipment, restrooms, and seating arrangements. These facilities can significantly impact the event's smooth execution.
- **Permits and Permissions:** For outdoor venues, verify if special permits or permissions are required. Securing these in advance will prevent last-minute complications.
- **Accessibility:** Consider the venue's location in relation to your team's base. Choosing a venue that is easily accessible will reduce travel time and costs.
- **Weather Considerations:** If opting for an outdoor event, have contingency plans in place for adverse weather conditions to ensure the event proceeds smoothly.

The Best Way to Host a Virtual Team Building Activity

For virtual team building activities, the platform you choose is your venue. Consider the following to ensure a seamless experience:

- **Platform Features:** Select a platform that supports your planned activities, such as breakout rooms, screen sharing, and interactive tools. Platforms like Zoom, Microsoft Teams, or specialized virtual event software can offer these features.
- **User Accessibility:** Ensure the platform is user-friendly and accessible to all participants, regardless of their technical proficiency. Providing a brief tutorial or guide beforehand can be helpful.
- **Technical Support:** Have technical support available during the event to address any issues promptly, minimizing disruptions.



PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



Considerations for Hybrid Events

If your team comprises both in-person and remote participants, a hybrid event can bridge the gap. To effectively manage a hybrid event:

- **Integrated Technology:** Choose a venue equipped with the necessary technology to connect in-person and virtual participants seamlessly. This includes high-quality audio-visual equipment and a stable internet connection.
- **Engagement Strategies:** Plan activities that encourage interaction between in-person and virtual attendees, ensuring inclusivity and engagement for all.
- **Professional Facilitation:** Consider enlisting professional facilitators experienced in hybrid events to manage the unique challenges they present.

By carefully selecting your venue or platform, you lay a solid foundation for a successful and enjoyable team building event that meets your objectives and caters to all participants.

STEP 8: BUILD OUT A LIST OF LOGISTICS FOR PLANNING AND RUNNING YOUR EVENT

Once you've picked your activity and locked in the venue or platform, it's time to focus on logistics. Getting these details sorted ahead of time ensures everything runs smoothly, keeps surprises to a minimum, and lets everyone focus on enjoying the experience.

The Essential Logistics for In-Person Events:

- **Transportation:** Will participants get themselves to the venue, or will you provide carpooling, shuttles, or reimbursement for travel? Clear instructions upfront prevent confusion.
- **Food & Drinks:** If catering is involved, confirm dietary restrictions early. If it's a bring-your-own-lunch situation, make sure attendees know what to expect.
- **Liability Waivers:** If required, handle these well in advance so nobody is scrambling for signatures at the last minute.
- **Accommodation:** If it's an overnight or multi-day event, lock in lodging details early and provide options for those traveling from out of town.
- **What to Bring:** Will attendees need anything specific—comfy shoes, outdoor gear, or laptops? Give them a heads-up so no one shows up unprepared.
- **Special Circumstances:** Plan for accessibility needs, dietary restrictions, or any other accommodations to ensure everyone can fully participate.



PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



Logistics Considerations for Virtual Events:

- **Choosing the Right Video Conferencing Tool:** Whether it's Zoom, Google Meet, or Microsoft Teams, confirm the platform's features align with your activity and that everyone has access.
- **Ensuring Hardware Readiness:** Not everyone has the same setup, so check that participants have the right devices and a stable internet connection. A quick tech check before the event can prevent delays.
- **Providing Access to the Event:** Send calendar invites with all the necessary details ahead of time, and have a backup plan in case someone has trouble joining.

The right logistics can make or break an event. Covering these details early means fewer distractions on the big day and more time for your team to connect and have fun.

STEP 9: CREATE YOUR GUESTLIST AND SEND OUT INVITATIONS

Determining who will attend your team building event is an essential step in the planning process.

Whether in person or virtual, having a clear guest list will help ensure the right people are included, your budget and logistics are aligned, and everyone has enough time to plan for participation.

Creating Your Guest List for In-Person Events

Sometimes, this step is as easy as inviting an entire department or company division, such as a sales team of 45 people. Other times, it may require more thought and coordination. To determine your guest list, consider the following:

- Is this a mandatory event, or can employees opt in?
If it's optional, you may need an RSVP system to track attendance.
- What is the maximum number of people the budget and venue can accommodate?
Be sure your venue choice aligns with your estimated headcount.
- Are there accessibility needs?
Ensure employees with disabilities have appropriate accommodations, and if your team is hybrid, decide whether remote employees should be included.

Once you have a rough estimate of your attendees, you can finalize your list and start sending invitations.





PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED

How to Create a Guest List for Virtual Events

For virtual events, you have more flexibility, but attendance tracking is still important to ensure engagement and participation.

When planning your guest list, think about:

- Is this an all-hands event or for a specific team? If it's a company-wide gathering, consider setting up breakout rooms for smaller interactions.
- What is the ideal group size for engagement? Virtual team building activities often work best with smaller groups to encourage interaction.
- Are hybrid employees included? If some employees are in the office while others are remote, make sure the format works for both groups.

Once your guest list is set, send out calendar invitations with key details such as the date, time, and platform link.

3 Tips for Making Invitations Simple

To keep things organized, use a structured approach when sending invitations. Whether your event is in person or virtual, consider:

- **Using an RSVP system:** Tools like Google Forms, Outlook, or event management software can help track responses.
- **Sending reminders:** A week before and the day of the event, send a reminder to increase attendance.
- **Including all necessary details:** For in-person events, share the venue address, parking details, and dress code. For virtual events, provide login instructions and technical requirements.

By clearly defining your guest list and sending invitations well in advance, you'll set the stage for a well-organized and well-attended event.

STEP 10: DEVELOP AN EVENT DAY AGENDA

A well-structured agenda is essential for the success of your team building event, whether it's in-person, virtual, or hybrid. It provides a clear roadmap for participants, ensuring that everyone is informed and engaged throughout the event.

Here's how to tailor your agenda to different formats.

PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



Cheat Sheet for In-Person Event Day Agendas

For in-person events, it's important to plan the day's flow to keep participants engaged and ensure all logistical elements are accounted for. Consider incorporating the following elements into your agenda:

- **Arrival and Registration:** Clearly specify the start time and location for participants to check-in.
- **Welcome and Introduction:** Begin by outlining the event's objectives and the schedule for the day.
- **Icebreaker Activity:** Start with an engaging exercise to help participants feel comfortable and connected. For ideas, refer to Outback's blog on Icebreaker Activities for Work.
- **Main Activities:** Allocate time for the core team building exercises, ensuring there's flexibility for any unexpected delays.
- **Breaks and Meals:** Schedule dedicated times for refreshments and rest to maintain energy levels.
- **Debriefing Session:** Conclude with a discussion to reflect on key takeaways and insights gained during the event.
- **Closing Remarks and Next Steps:** Wrap up with acknowledgments and any post-event follow-ups.

How to Create an Agenda for Virtual Events

Virtual events require careful timing and preparation to keep participants engaged while avoiding screen fatigue. An effective agenda for a virtual event might include:



- **Login and Technical Setup:** Allow time for participants to join the platform and resolve any technical issues.
- **Virtual Welcome and Event Overview:** Introduce the event and provide an overview of what participants can expect.
- **Icebreaker Activity:** Use a quick virtual game or question-based activity to get everyone involved. For inspiration, check out Outback's Icebreaker Questions for Work.
- **Core Activities and Challenges:** Plan structured activities that encourage collaboration and keep energy levels high.
- **Short Breaks:** Incorporate brief pauses to prevent screen fatigue.
- **Debrief and Discussion:** Facilitate a virtual discussion to reflect on the event's outcomes.
- **Final Remarks and Wrap-Up:** Thank participants and provide any follow-up details or next steps.

PHASE 1: PLANNING YOUR TEAM BUILDING EVENT, CONTINUED



Structuring an Agenda for Hybrid Events

Hybrid events require extra coordination to ensure a seamless experience for both in-person and virtual attendees. To create an inclusive agenda:

- **Unified Start Time:** Ensure all attendees, whether in person or virtual, are on the same schedule.
- **Integrated Activities:** Choose exercises that allow remote and in-person participants to collaborate effectively.
- **Reliable Technology Setup:** Provide clear instructions and support for connecting virtual attendees with in-person groups.
- **Synchronized Breaks:** Align break times so all participants can pause and recharge together.
- **Virtual Participation Options:** Include Q&A sessions, chat engagement, or breakout rooms to keep virtual attendees active.
- **Shared Debriefing Session:** Use technology to facilitate discussions between in-person and remote participants.
- **Closing Statements for All Participants:** Ensure the event wrap-up includes everyone equally, reinforcing team cohesion.

FINALIZING AND DISTRIBUTING YOUR AGENDA

Once you've structured your agenda, it's important to communicate it effectively to participants:

- **Send it in Advance:** Share the agenda with attendees ahead of time to set expectations and allow for preparation.
- **Make it Visually Clear:** Use simple formatting, bullet points, and time stamps for easy reference.
- **Set Expectations:** Inform participants that the schedule may shift slightly but provides a reliable framework to follow.

By thoughtfully developing and sharing a detailed agenda, you set the foundation for a successful and engaging team building event that resonates with all participants.





PHASE 2: SELECTING YOUR TEAM BUILDING ACTIVITY

Now that you've talked to your colleagues to figure out what they're into, defined your goals, and set a budget, it's time to pick the perfect team building activity.

Choosing the right experience ensures your team stays engaged, has fun, and achieves the objectives you've set.

CHOOSING THE IDEAL TEAM BUILDING ACTIVITY FORMAT

The first step in choosing the right team building activity is to decide which format your activity should follow to best accommodate the needs of your team.

In-Person Team Building Activities

For teams gathering in person, interactive, hands-on activities help foster collaboration, communication, and problem-solving. These activities could range from problem-solving challenges to creative group tasks that require teamwork and innovation.

When it comes to choosing an in-person team building activity, it's wise to consider whether you want to host your activity indoors or outdoors.

This could be based on personal preference or the time of year and your local climate. For instance, in the summer, your colleagues may want to get out of the office and enjoy the nice weather. Picnics, lawn games, or urban scavenger hunts are all great outdoor activity options.

In the colder months, people might want to stay warm inside. You can try a board games night, a murder mystery party, or an escape room.

Virtual Team Building Activities

For remote teams, engaging virtual experiences ensure everyone stays connected, no matter where they are. Consider activities that involve virtual collaboration, such as online escape rooms or interactive webinars that require team participation and input.

Both in-person and virtual activities should aim to meet the specific goals you have set for the event, whether it's improving communication, boosting morale, or simply providing a fun and relaxing day for everyone involved. By selecting an activity that aligns well with your objectives and budget, you'll ensure that your team building event is a resounding success.

PHASE 2: SELECTING YOUR TEAM BUILDING ACTIVITY, CONTINUED



Self-Hosted Team Building Activities

For teams seeking flexibility and cost-effectiveness, self-hosted team building activities are an excellent choice.

These activities empower your team to lead the event at your own pace, whether you're together in person, working remotely, or operating in a hybrid setting. Self-hosted options often come with comprehensive guides and materials, making it easy to facilitate engaging experiences without the need for external facilitators. By choosing a self-hosted activity, you can tailor the experience to your team's preferences and schedule, fostering collaboration and camaraderie in a way that suits your unique dynamics.

CHOOSING A TEAM BUILDING ACTIVITY THAT PROVIDES THE RIGHT OUTCOMES

While it might feel intuitive to pick a team building activity based on your budget, we'd recommend a different approach.

Back in Phase 1, we talked about setting goals for your team building activity: what do you want to achieve?

When it comes time to pick your activity, that's the best place to start: by choosing an outcome and reverse-engineering your activity accordingly.

Here are seven common outcomes you can use as a starting point.

1. Collaboration

Collaborative team building activities focus on bringing people together to achieve a shared goal.

They encourage teamwork, trust, and cooperation by getting participants to solve challenges collectively, rather than working in silos.

These activities are designed to reinforce the idea that when teams align their efforts, they become more efficient, effective, and united.



PHASE 2: SELECTING YOUR TEAM BUILDING ACTIVITY, CONTINUED



2. Creativity

Creative team building activities spark innovation and encourage out-of-the-box thinking. They push teams to experiment, generate fresh ideas, and explore new solutions in an open, judgment-free environment.

Whether through art, storytelling, or strategic thinking, these experiences inspire participants to tap into their creative potential while strengthening problem-solving and adaptability.

3. Friendly Competition

Friendly competition-based activities introduce an element of challenge while keeping things fun and engaging. They encourage teams to perform at their best while also reinforcing sportsmanship, strategic thinking, and resilience.

By fostering a competitive but supportive atmosphere, these activities help drive motivation, excitement, and camaraderie among coworkers.

4. Fun

Sometimes, the best way to strengthen a team is simply by having fun together. These activities focus on creating laughter, enjoyment, and shared experiences that help relieve stress and build positive connections.

They give teams a chance to unwind, recharge, and interact in a relaxed, lighthearted environment, ultimately boosting morale and workplace culture.

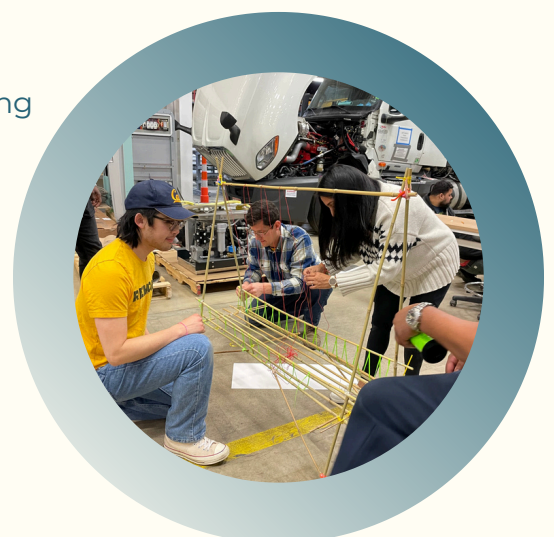
5. Giving Back

Giving back through philanthropic team building activities allows teams to connect while making a meaningful impact. These experiences provide an opportunity to collaborate on charitable initiatives, from assembling care kits to supporting local organizations. They instill a sense of purpose, foster teamwork, and create lasting memories—all while contributing to a good cause.

6. Improving Communication

Effective communication is the foundation of any strong team, and these activities are designed to refine how colleagues interact. They emphasize active listening, clarity, and collaboration, helping teams navigate challenges, express ideas clearly, and build trust.

Strengthening these skills leads to more open dialogue, fewer misunderstandings, and stronger workplace relationships.



PHASE 2: SELECTING YOUR TEAM BUILDING ACTIVITY, CONTINUED



7. Problem-Solving

Problem-solving activities challenge teams to think critically, analyze situations, and find effective solutions under pressure. These experiences require creative thinking, adaptability, and collaboration, reinforcing the importance of approaching obstacles strategically.

By working together to solve complex tasks, teams develop resilience, resourcefulness, and a solutions-oriented mindset.

Outback Team Building and Training offers a variety of team building activities that meet each of these outcomes at a variety of price points, meaning you can find an activity that meets your goals and your budget.

Want to learn more about team building activities that might be a perfect fit for your workgroup? Our team can help.

[Speak with an expert today](#)



PHASE 3: PROMOTING YOUR TEAM BUILDING EVENT



You've planned an awesome team building event—now it's time to make sure people are excited to attend.

Whether your team is in-person, hybrid, or fully remote, effective promotion ensures strong participation and engagement.

1. GET THE WORD OUT EARLY

The earlier people know about the event, the more likely they are to attend. Giving plenty of notice helps everyone plan ahead and makes scheduling easier, especially for remote and hybrid teams. A little excitement now can go a long way toward boosting participation later!

- Announce the event well in advance via email, Slack, or company meetings.
- Include key details like the date, time, location (or platform), and why it'll be fun.
- If attendance is optional, make it clear why they won't want to miss it!

2. USE MULTIPLE COMMUNICATION CHANNELS

Not everyone gets their info the same way, so make sure you're reaching people where they already are. A mix of email, chat platforms, and leadership shoutouts keeps the event top of mind.

- **Emails & Calendar Invites:** Send reminders leading up to the event.
- **Slack, Teams, or Intranet Posts:** Keep it top of mind with quick updates.
- **Leadership Endorsement:** A shoutout from a leader can boost excitement.

3. BUILD ANTICIPATION

A little mystery or fun build-up makes any event more exciting. Whether it's a teaser about a surprise activity, a friendly pre-event competition, or a chance to vote on part of the event, getting people involved early increases engagement.

- **Teasers & Countdowns:** Share sneak peeks of the event or drop hints about surprises.
- **Polls & Pre-Event Challenges:** Let employees vote on elements of the event or complete a small task to get them involved.
- **Incentives & Prizes:** Highlight any rewards for participation (even something simple like bragging rights).



PHASE 3: PROMOTING YOUR TEAM BUILDING EVENT, CONTINUED



4. ENSURE ACCESSIBILITY FOR ALL TEAMS

Your team might be spread across different locations, so make sure the event is easy for everyone to attend—whether they're in the office, remote, or somewhere in between.

- **Time Zone Considerations:** Pick a time that works for as many people as possible.
- **Hybrid & Remote Inclusion:** Provide virtual participation options if needed.
- **Clear Instructions:** Make it easy to join, whether it's a location map or a meeting link.

5. KEEP THE ENERGY GOING POST-EVENT

The event might be over, but that doesn't mean the excitement has to stop! Sharing highlights and recognizing participation helps keep team morale high and sets the stage for future events.

- Share highlights, photos, or testimonials from the event.
- Give a shoutout to participants or winners in company channels.
- Start planting the seed for the next one!

Promoting your event doesn't have to be complicated—just make it easy, engaging, and fun. When people know what to expect and why it's worth their time, you'll see stronger attendance and participation.





PHASE 4: RUNNING YOUR TEAM BUILDING ACTIVITY

Planning is essential, but execution is where the magic happens. A well-run team building event keeps energy high, ensures smooth logistics, and maximizes engagement—whether your team is gathering in person, virtually, or self-hosted.

Follow these steps to ensure your event is organized, exciting, and impactful from start to finish.

1. SET UP YOUR ACTIVITY

Preparation is key. Arriving early (or logging in ahead of time) ensures everything is ready before participants arrive.

- **In-Person:** Check the venue setup—are tables and chairs arranged properly? Do you have all the materials and props? Is the sound system working? If facilitators or volunteers are involved, run through final instructions to avoid last-minute confusion.
- **Virtual:** Log in early to test internet connections, screen-sharing features, and breakout rooms. Have a backup plan in case of technical issues—such as a secondary video call link or a co-host who can troubleshoot.
- **Self-Hosted:** Ensure all instructions and materials have been shared with team leaders in advance. If teams are self-guided, encourage them to do a quick dry run of their setup before the activity officially starts.

A little preparation goes a long way in making the event feel smooth and professional rather than rushed and disorganized.

2. GREET ATTENDEES & GET ORGANIZED

First impressions set the tone, so make the welcome feel warm and engaging—not just like another meeting.

- **In-Person:** Have a check-in table where attendees can sign in, grab materials (name tags, event guides, team assignments), and mingle before the event starts. If you have a large group, consider assigning a few team members as greeters.
- **Virtual:** Open the call a few minutes early, encourage people to say hello in the chat, and start with a light icebreaker (like a quick fun poll) to get the energy up.
- **Self-Hosted:** Encourage team leaders to kick things off with a quick welcome, explaining the format and answering any last-minute questions.

A brief but structured introduction helps ease participants into the experience, especially if they're unfamiliar with the activity.

PHASE 4: RUNNING YOUR TEAM BUILDING ACTIVITY, CONTINUED



3. DISTRIBUTE & COLLECT SIGNED WAIVERS (IF NEEDED)

For any event that involves physical activity, travel, or media consent, make sure waivers are completed before the activity begins.

- **In-Person:** Set up a waiver station at check-in or collect signatures digitally in advance to save time.
- **Virtual:** Use e-signature platforms (DocuSign, Google Forms) to collect forms ahead of time.
- **Self-Hosted:** If waivers are required, ensure team leaders have the forms and confirm completion before beginning.

If using media waivers, let participants know how photos and videos will be used—some people may prefer to opt-out, and that's okay.

4. ASSIGN TEAM LEADERS

If your activity involves splitting into teams, having a leader in each group helps things run smoothly.

- **In-Person:** You can pre-assign leaders or let teams decide among themselves. Leaders can help guide discussions, keep teams on track, and ensure everyone participates.
- **Virtual:** Assign moderators for breakout rooms to help facilitate discussions and keep things interactive.
- **Self-Hosted:** Provide team leaders with clear instructions so they can confidently run the activity without needing additional guidance.



If your event involves a competitive element, team leaders can help maintain the right balance between strategy and fun.

5. KEEP ENERGY HIGH & PARTICIPANTS ENGAGED

A team building event is only as good as its energy levels. Keep the momentum up with a mix of structure, encouragement, and interactive elements.

PHASE 4: RUNNING YOUR TEAM BUILDING ACTIVITY, CONTINUED



- **In-Person:** Keep the flow moving—avoid long stretches of downtime where participants are waiting around. If needed, facilitators can walk around and check in with teams to maintain engagement.
- **Virtual:** Keep things dynamic by using interactive tools like chat discussions, polls, and quick challenges. Breakout rooms should have clear objectives so they don't feel like dead space.
- **Self-Hosted:** Encourage teams to stay engaged with one another, rather than just completing the task in silence. Having a clear time structure keeps energy levels up.

Pro Tip: If your event lasts longer than 90 minutes, build in short breaks to prevent fatigue—especially in virtual settings.

6. CAPTURE THE MOMENT: TAKE PHOTOS & VIDEOS

Team building events create great shared memories—so don't forget to capture them!

- **In-Person:** Assign someone to take photos and videos or encourage teams to snap their own pictures. If the activity involves movement (like a scavenger hunt), ask team leaders to capture moments along the way.
- **Virtual:** Take screenshots of fun moments or record the session if appropriate.
- **Self-Hosted:** Encourage teams to submit their best photos and videos—this can be turned into a fun post-event slideshow or internal social media post.

You can even use these photos for future team-building promotions—visuals help build excitement for the next event!



PHASE 4: RUNNING YOUR TEAM BUILDING ACTIVITY, CONTINUED



7. WRAP UP & CELEBRATE SUCCESS

Ending the event on a positive note helps reinforce the value of the experience and makes people excited for future team building.

- **In-Person:** Announce winning teams (if applicable), hand out fun awards (even simple ones like "Best Team Spirit"), and take a group photo to capture the moment.
- **Virtual:** End with a final round of shoutouts, recognition, or a team-wide reflection. A quick feedback poll can also help improve future events.
- **Self-Hosted:** Have teams share their favorite moments or biggest takeaways in a closing discussion.

Celebrating participation and effort—not just winning—helps ensure everyone feels included and appreciated.

The best team building events don't feel forced—they create genuine connections, shared laughs, and lasting camaraderie. Whether your event is in person, virtual, or self-hosted, focus on making it engaging, inclusive, and stress-free for everyone involved.





PHASE 5: RUNNING YOUR TEAM BUILDING ACTIVITY

A great team building event doesn't end when the activity is over. Following up properly ensures the momentum continues, strengthens relationships, and helps you refine future events.

No matter how your team came together—in person, virtually, or through a self-hosted activity—what happens next is just as important as the event itself. A strong follow-up helps solidify connections, reinforce key takeaways, and keep the enthusiasm alive long after the event wraps up.

1. DISTRIBUTE POST-EVENT GOODIE BAGS (OR DIGITAL GIFTS)

A simple token of appreciation goes a long way in reinforcing a positive experience.

- **In-Person:** Hand out small goodie bags at the end of the event, including branded swag, snacks, or handwritten thank-you notes.
- **Virtual:** Send digital gifts like e-gift cards, exclusive company perks, or access to fun content (such as a Spotify playlist or a downloadable resource).
- **Self-Hosted:** Provide team leaders with a small budget for team-specific rewards or allow them to choose a fun follow-up experience.

The gift itself isn't what matters—it's the acknowledgment of participation that makes an impact.



2. SHARE EVENT HIGHLIGHTS

Keeping the conversation going extends the positive energy from the event.

- **In-Person:** Create a slideshow of event photos and share them in a team meeting or internal company newsletter.
- **Virtual:** Take screenshots during the event and compile them into a fun email recap or shared folder.
- **Self-Hosted:** Encourage teams to submit their best photos or reflections, then compile them into a post-event highlight reel.

This not only reinforces the experience but also gets people excited for future events.

PHASE 5: RUNNING YOUR TEAM BUILDING ACTIVITY, CONTINUED



3. GATHER PARTICIPANT FEEDBACK

Understanding what worked (and what didn't) is crucial to improving future team building activities.

- **In-Person & Virtual:** Send a quick feedback survey while the event is still fresh in participants' minds. Keep it short, fun, and easy to complete.
- **Self-Hosted:** Have team leaders facilitate a quick post-event discussion to gather informal feedback.

Key questions to ask:

- What did you enjoy most?
- What could be improved?
- Would you participate in another event like this?
- What team-building activities would you like to try in the future?

Consider offering an incentive (like a prize draw) to encourage participation in surveys.

4. MEASURE EMPLOYEE ENGAGEMENT

If you're actively tracking engagement, this is the perfect time to assess its impact.

- Compare pre- and post-event employee sentiment surveys to see if there's an improvement in morale or team connection.
- Look for increased collaboration or communication in the weeks following the event.
- For virtual or hybrid teams, measure participation in team chats, video meetings, or engagement with shared resources.

Even if you're not tracking formal metrics, a noticeable shift in energy and interaction is a sign of success.





PHASE 5: RUNNING YOUR TEAM BUILDING ACTIVITY, CONTINUED

5. CONDUCT A DEBRIEF SESSION

A short debrief helps turn insights into action for future events.

- **In-Person & Virtual:** Gather event organizers and team leaders for a quick review meeting to discuss what worked well and what could be refined.
- **Self-Hosted:** Have teams submit feedback summaries so organizers can evaluate effectiveness across different groups.

Here are a few vital discussion points:

- What was successful?
- Were there any logistical challenges?
- How engaged were participants?
- What should we adjust for next time?

This step ensures continuous improvement for future team building efforts

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