GAMiFY

Facilitation Guide
(Trust-building game for remote teams)

THE
PROXIMITY
SEEKER

A little magic protocol
for distant teams

PAGE 1 - PREPARATION

INTRO

On a very practical sense the facilitator's role is to be the game master sharing screen and pressing the different buttons. But a great facilitator is much more than that. Leading the team efficiently through the game requires good communication and atmosphere that allows the team to feel comfortable when speaking up about themselves. Good decisions by the facilitator beforehand are key for ensuring that this exercise adds value and fortifies the work culture of the team. In this guide you will find the most important things you need to know for implementing the game successfully in your next team meeting.

Group size: 2-10 participants

**Duration:** approx. 2 minutes per participant

When to use it: at the beginning or ending of online meetings

Who should use it: teams that work together remotely

BEFORE THE ACTIVITY

A few things to consider before the session:

• What kind of tone do you want to create?

• How much time do you want to use on the activity?

• Is the team familiar with each other and with similar activities?

• View the Keynote or PWP file in presentation mode for yourself to familiarise with the buttons

• See RULE VARIATIONS section and selected what fits best for you
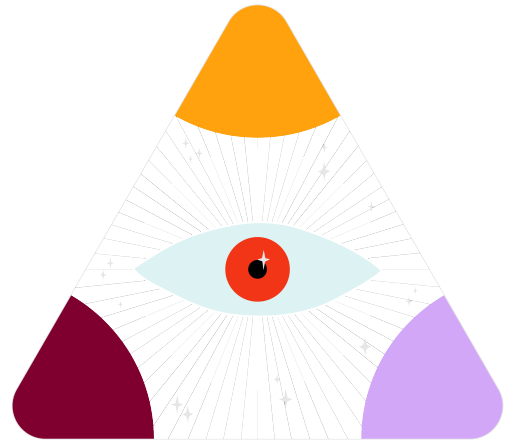
Tone & Purpose – The tone varies according to the purpose you have for carrying out the exercise on different days. It may be about knowing how others are feeling at the moment of starting or ending a meeting, about learning something from each other or about warming-up the team for engagement and participation. Whatever the purpose is you should share it briefly and your tone should reflect it. Will it be playful? Serious? Calm and reflective? Social?

Time – The exercise requires that each team member gets a chance to be heard. You can allow for everyone to have 2 minutes to express themselves. However, the purpose you have should also influence the time you spend on it. If you are using the exercise for warming-up the team you will want to keep it fast paced moving quickly from one participant to another. If your purpose is to break the ice with a newly acquainted team or to get a better sense of how employees are feeling you may want to give more time for having responses from the other participants and not just listening in. You can also consider the different rule variations according to the time you have available.

Teams with some familiarity –Teams that know each other may respond easier to the exercise. You can use the game to improve their communication by introducing more playfulness to the usual serious meetings. This can build up the trust, transparency and disposition to collaborate.

Teams that are new to each other or to similar exercises – Teams that are unfamiliar with each other may be hesitant the first times they are asked to participate in this exercise. This is because they are being asked to disclose information about themselves which they don't normally do in a work meeting or to people outside of their trust circles. There are two key actions to deal with this: 1. As game facilitator you need to make sure it is a safe space, a no judgement zone. Say upfront that it might feel a little uncomfortable the first time for some but that it gets better the more you do it. 2.You should make use of the game as a team several times in order to show the value it can add. The purpose of it is to build trust in a team and this is a process that takes time. Building trust in a remote team happens significantly slower but using this game as a new social protocol can accelerate this process for your team.

PAGE 2 - PLAYING

DURING THE ACTIVITY

To start your game session:

1. Have your Keynote or PWP file opened

2. Share your screen in the video conference call platform (ZOOM, MS Teams, Skype, etc.)

3. Play the presentation full screen

4. Now you are ready to facilitate your game! Remember to introduce briefly the purpose and tone for the activity.

GAME INSTRUCTIONS

STEP 1
Organise the order for taking turns – Who will go first and what order will follow? See some suggestions for deciding in the game User Guide. For saving time, simply choose the first person and this person will nominate the next player.

STEP 2
Press 'PLAY' button to view card menu and select the mode you want to play – See more details on each game mode below.

STEP 3
1. Player #1 stares into the colour-changing eye and says 'STOP' when they wish for you to stop.
2. You then click on the same coloured dot to reveal the category for the player.

STEP 4
It's the players turn to share their response – You read the category name out loud. Each category has instructions in the screen. You will say when the other players need to respond or react to some of the categories.

STEP 5
Press 'BACK' to view the eye oracle again – Now it's another team player's turn.

RULE VARIATIONS

Rule for selecting categories:

A (SLOWER)
Each person does a new category. They each get to stop the eye to pick their colour.

OR

B (QUICKER)
The eye is stopped once, one colour is picked and everybody responds to the same category.

Rule for answering the categories:

A (SLOWER)
Players will respond to the category with an answer to all the corners of the triangle.

OR

B (QUICKER)
Players will respond to only one corner of their choice in the triangle.

For both of these situations:
Make your own rules!

GAME MODES

SOCIAL CHECK-IN
This category is focused on including some of the extra information that we typically acquire through informal interactions in the workplace that tend to get lost when we do not have the opportunity to share a physical environment. The exchanges that we often have by the coffee machines and hallways create a sense of familiarity to our teammates.

TEAM SYNERGIES
When working remotely our chance to exchange knowledge and inspire each other is minimised, our interactions are mostly scheduled with specific agendas. We often miss the synergies among the work that is being done within the same organisation. Additionally, knowing more about another's professional background also builds our sense of trust and familiarity to them.

MADE TO FIT
This mode is open for you to customise your own categories in order to fit best the needs of your team or session. Find more details on how to create it in the next page.

NOTES FOR THE FACILITATOR

When we share personal information we put down walls we believe keep us safe from other people's judgement. Only by taking the risk to embrace vulnerability we can prove this exercise has great potential for building trust in teams. Although most people will be respectful when carrying out this exercise, it is important to keep an eye out for those who may take the opportunity to engage in bullying behaviours. If this happens, make sure to acknowledge it at the moment it happens by calling the person out and shutting down the behaviour.

If a participant does not feel comfortable with sharing they should not be forced into the exercise. Make sure that each participant gets the chance to speak but if someone decides not to, they might need an individual check in.

This game is a tool for building trust because playfulness creates conditions to make this happen without neglecting the purpose of the exercise, like appropriating a serious context, easing pressure of performance and accepting vulnerability. But the playful attitude created does not undermine its seriousness. If the exercise feels like a time-filler in your session consider two scenarios: 1. Perhaps the categories need to be reconsidered in a more meaningful way for the growth of the team or 2. Congratulations! Your team has outgrown the purpose of this activity and no longer need a tool for unleashing the power of check-in's for building stronger relationships as a team.

CUSTOMISE YOUR OWN

You can easily customise a full set of categories for a specific meeting. Simply go to slides 40-49 and fill in the text boxes. You will need 9 categories, each with their instruction premise, a title and three answering points (see image). Do not move the slides around as this may affect how the buttons/links work.

INSTRUCTIONS:

POINT A

TITLE

POINT C   POINT B
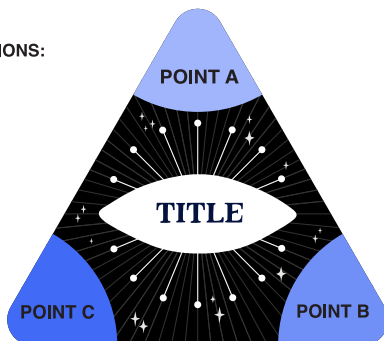
'Categories Sheet.doc' **MS Word document** – You can use this file to see an overview of the existing ones for inspiration and to organise yours.

Copying and moving new slides
If you wish to copy one of the slides from the other two modes, select and 'copy' the slide you want. Scroll down and select your customised eye oracle slide 40 and 'paste'. You now need to go to the colour dots (slide 40) and assign the slide link.
To do this:
• on Keynote (Mac) - Select a colour dot –> right click –> 'Add or Edit Link' –> select 'Slide' –> mark 'Slide' and select slide number to assign it
• on PWP (PC) : Select a colour dot –> right click –> Link –> select 'This document' tab –> 'Slide Titles' drop down menu to find the slide you want to assign it

CREDITS

Developed by Keila Z. Pérez Quiñones & Sune K. Gudiksen from Design School Kolding for GAMIFY. In collaboration with industry partners from 3M, Lufthansa and Danske Bank.

GAMIFY is co-funded by Erasmus+ Programme of the European Union. It is a Knowledge Alliance that brings together academia and industry to advance gamification for innovation and entrepreneurship. See more on *www.gamify.site*

Project Number: 600947-EPP-1-2018-1-DE-EPPKA2-KA
Project Duration: Jan. 2019 - Dec. 2021

CONTACT

Feel free to contact us with further questions or related inquiries at kzq@dskd.dk or skg@dskd.dk.

OCTOBER 2020

GAMiFY

Co-funded by the
Erasmus+ Programme
of the European Union

design skolen kolding DK