

Facilitation Guide

LIVE A Life Less Ordinary is a powerful communication and team building experience that will lead to new learning for you and those around you.

WHY LIVE - Get the most out of your biggest asset, your people. This powerful team building and strategic resource will help build relationships and understanding to promote a lively and effective work environment.

WHEN DO YOU USE IT - Team Building, Staff Development, Ice-Breaking, Induction, Recruitment, Coaching & Mentoring.

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OVERVIEW

CONTENTS - 1 Portfolio Carry Case, 1 Playing Board, 4 Packs of Cards; **Lessons**, **Insight**, **Values** & **Energy**, 6 Player Counters, 1 Dice, 24 Life Wealth Tokens. See diagram on page 2 for full setup.

PLAYERS - Recommended for 4 to 6 players. The facilitator can choose to play or simply oversee play. For the most effective outcome we advise that the facilitator plays.

LOCATION - The space or room that you choose to experience **LIVE** should be comfortable and free of distractions. In addition access to a flipchart is desirable for capturing feedback at the end of the session.

DURATION - Duration depends upon participant interaction and the size of the group. On average play lasts between 45 minutes and 1 hour. The **LIVE** debrief sessions, pre and post play should be allocated an additional 30 minutes.

GOALS & OUTCOMES - After playing **LIVE**, participants will be able to demonstrate an understanding of the following principles:

1. Change existing mind-sets and enhance organisational culture starts with people talking.
2. **LIVE** promotes open in-depth conversation in a non-threatening environment, which allows for a lot of ground to be covered in a short period of time.
3. To learn insights into others and achieve mutual understanding.
4. For managers who want to understand what makes their staff tick, with the view to building more solid and collaborative relationships moving forward.

5. **LIVE** card content has a strong underlying theme of 'Self-Leadership' designed to encourage positive, desirable behaviours that drive us forward to succeed, while recognising and suppressing negative undesirable behaviours that hold us back.

5 SELF-LEADERSHIP AREAS

1. **SELF-OBSERVATION** - Raising one's awareness of when and why one engages in specific behaviour.

2. **SELF-GOAL SETTING** - Set standards and goals based on your own values, milestone achievements, go for stretch not just attain goals.

3. **SELF-REWARD** - Build pleasant and enjoyable features into the activity. Can be as simple as congratulating oneself or the purchase of a special item on accomplishment of task.

4. **SELF-CORRECTING** - Positively framed examination of failures. Avoid self-criticism and guilt which can be detrimental to performance.

5. **SELF-CUEING** - Positive self-talk, mental imagery.

Leading with compassion can produce huge pay offs in staff performance. With greater efficiency, productivity and effectiveness overall. Companies that practice this have been noted to perform ten times better than companies who don't. Source: Harvard Business Review - Bronwyn Fryer, September 2013.

FACILITATION NOTES

PRE-PLAY ASSESSMENT - How good are your Communication Skills? Ask the group to grab a pen and paper for a guide communication assessment. Prompt them to answer the following 12 questions.

1. I believe that people should understand me before I understand them.

A - Always B - Sometimes C - Never

2. I am able to express my views easily in a group.

A - Sometimes B - Always C - Never

3. I often have the exact words to express myself.

A - True B - Maybe C - False

4. I always enjoy reading.

A - Maybe B - False C - True

5. I can argue well with people confronting me.

A - Sometimes B - Always C - Never

6. I communicate with lots of facial expressions and gestures.

A - Always B - Sometimes C - Never

7. I have asked lots of questions in class in the past.

A - Sometimes B - Never C - Always

8. On a favourite topic I tend to keep speaking even when I know the other person is not much aware of it.

A - False B - Maybe C - True

9. I often say what others want to hear rather than what I feel.

A - False B - Maybe C - True

10. I speak only when given a chance.

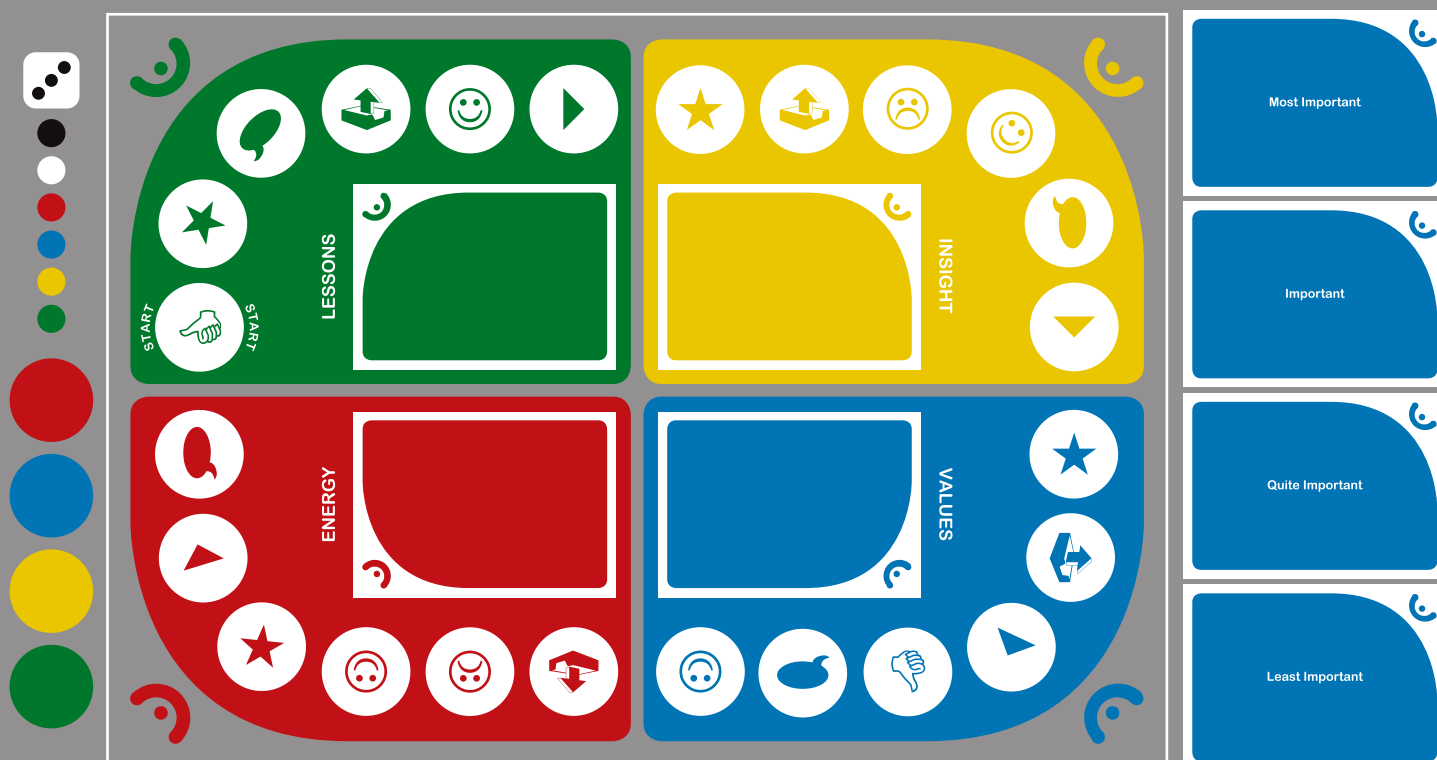
A - Maybe B - True C - False

11. I like interacting only with intelligent people.

A - Sometimes B - Always C - Never

12. I like to see people talk as I enjoy listening to them and gain knowledge in the process.

A - True B - Maybe C - False



SCORING CHART

Q. No.	A	B	C
1	5	0	10
2	10	5	0
3	10	5	0
4	5	0	10
5	5	0	10
6	10	5	0
7	5	0	10
8	10	5	0
9	10	5	0
10	5	0	10
11	5	0	10
12	10	5	0

UNDERSTANDING YOUR SCORE

SCORE 0 - 40 COMMUNICATOR IN DEVELOPMENT

Time to start building a foundation. Communicate with the intention of understanding the other person and in turn let the other person understand you. Listen first and then speak according to their understanding and not yours. Enjoy honing these new skills.

SCORE 45 - 85 GOOD COMMUNICATOR

Good communication skills, nonetheless you tend to communicate effectively only with people you see as important to you. Communication travels across boundaries, focus on the person and work on your listening skills.

SCORE 90 - 120 GENIUS COMMUNICATOR

Bravo, you have excellent communication skills. Keep up the good work and continue communicating with an open mind.

PLAYING THE LIVE GAME

THE BOARD ICONS



Compliment yourself on an achievement or compliment a fellow player.



Pick a Zone - Choose between **Lessons**, **Insight**, **Values** or **Energy** and complete the task (do not move your counter to this zone).



Self Expression - Share a life experience, story, joke or song. Or choose 4 STORY card images and tell a creative adventure.



Pick a Card - Lift and play a card from the zone you are in. Fulfil the task you are presented with.



Gratitude - Share with the group something you are grateful for.



Move Forward - Simply move your player counter forward 4 spaces and play the circle you land on.



Loose Life Wealth - Return your most recently earned life wealth token to the bank.

UNDERSTANDING THE 4 TYPES OF CARDS: LESSONS INSIGHT VALUES ENERGY

LESSONS - inspirational and insightful quotations to evoke personal insights.

How to Play - explain what the quotation means to YOU and how you can apply it to your life.

INSIGHT - insightful cards to provide fresh perspective on key life coaching questions.

How to Play - really think about what the question means for you, delve deep if you can. There is a Think Tank provided with prompts to help.

VALUES - pictorial representation of different Values to help the player establish what Values are important to them.

How to Play - select the top 4 Values cards from the deck. Prioritise these in the level of importance to you in rank order 1 being most important and 4 being least important. Explain your choices.

ENERGY - task orientated, think outside the box exercises.

How to Play - select an Energy card and hand to the game facilitator / coach to read out the instructions. Complete the task in line with the guidance provided from your facilitator.

STARTING THE GAME

Choose a Facilitator / Coach to oversee the game. This person can choose to play or just observe. (Refer to Role of the Facilitator on page 4)

Each person then picks what colour of counter he or she wishes to play with.

To decide who starts, each player must throw the dice. The person that throws the highest number starts the game.

Play commences from the Start circle.

Place your player counter on Start and give one of your fellow players a compliment - put a smile on someone's face.

Throw the dice and commence play moving your player counter in a clockwise direction.

See where you land and tackle the activity you land on - be brave.

The remaining players simply play in turn in a clockwise direction.

HOW TO PLAY

Each circle that you land on has a task for you to achieve. (Refer to the Board Icons on page 3 for more details)

It is suggested that each player be allowed approximately 3 minutes per task. Any time that may remain can be used for group discussion.

Each time a **LIVE** card - **Lessons Insight Values Energy** is completed a life wealth token will be awarded.

You can choose NOT to complete a LIVE card exercise where no life wealth token will be collected or you can pass the task to another player to complete.

Continue play, collecting life wealth tokens, insights and new learnings about yourself and others as you go around the board.

You will need to build a strategy to ensure you get the opportunity to pick up a card in all 4 quadrants.

There is an additional option (Pick a Zone) to revisit a quadrant if travelled through without the opportunity to pick up a card. (Refer to the Board Icons on page 3 for more details)

ROLE OF THE FACILITATOR

If you are having trouble getting an individual or group response, try using the following methods:

Ask for their opinion

Ask open questions and wait patiently for a response

Use a coaching style to help draw them out

Call on people who have not spoken directly

Take a break and ask those who are particularly withdrawn if there is a problem

FLOW OF PLAY

Keep the flow of play, pacy, fun and engaging. Aim to keep player's answers to approximately 3 minutes.

WINNING THE GAME

Play ends when all 4 life wealth tokens are earned and collected by a player - this person WINS.

SAY: This session has been designed to promote open-in-depth communication within the group with a view to self-discovery and to gain insights into others. It may push us outside our comfort zones, but often that is where the real value is found. A change in mind-set or the enhancing of working culture all starts with communication. The proof is in the play - Let's play **LIVE**

DEBRIEFING THE GAME

SAY: Take a few minutes to think about and answer the following questions.

TAKE AWAY QUESTIONS

OBJECTIVE: To provide closure to the session and investigate ways in which the insights gained from play can be employed in the workplace.

1. On a score of 0 to 10 how well did you know the group before playing **LIVE**?
2. On a score of 0 to 10 how well do you feel you know them now?
3. What did you learn about yourself playing **LIVE**?
4. What did you learn about the others playing **LIVE**?
5. As a result of completing the **LIVE** experience what will you do differently when:
 - a) Managing others
 - b) Communicating with individuals
 - c) Communicating within a group

CLOSING THOUGHTS

When the participants have finished, ask them to share their thoughts. If time allows, write these on a blank sheet on the flipchart.

SAY: Thanks for coming along and playing the **LIVE** game. Keep Talking... REALLY Talking