

# Deadline 30 Minutes!

# FACTSHEET

Highly participative team activity to illustrate a whole range of skills in just 30 minutes!

-  30 minutes + debrief
-  4-20 (in 4 teams of 4-5 per team)
-  For staff at any level
-  No computer required
-  295 ex VAT



## DEADLINE 30 Minutes!

More haste less speed!

Pack contents



## Learning objectives

- the importance of accuracy and clear verbal communication
- the importance of meticulous attention to detail
- to grasp the nature of the task early on and agree objectives
- to organise the task into a series of steps
- to organise the team - allocating roles according to team members' skills
- to monitor time and keep within a tight deadline
- to share information with others in a helpful way

## About the activity

A fast-paced, organisational task - seemingly straightforward but full of pitfalls for the unwary! Essentially, teams prepare pay packets for 12 workers. Each team member is given a brief but each brief varies slightly. They contain slightly different information and offer different hints about the skills required to do the task. Once the briefs are issued the clock is started. Teams have just 30 minutes to prepare the packets. You can if you wish use the optional Countdown Program to display the 'time left'. Either way, the pressure is on!

Importantly, information is shared *verbally only* (and NOT by exchanging briefs). A picture builds up of the number of workers, the number of dockets per worker and the total amount due to each worker. Verbal accuracy is of course paramount (don't, for example, confuse workers Tammy Marters and Tommy Masters)! Teams must remember that there's tax to deduct before the pay packet can be prepared, but at which point is it best to do this? Giving the correct pay is vital, but what coinage do you have available? Remember it must serve all pay packets - so what's the best rule to follow to ensure you have enough of the right coinage to go around? The knack is to work down from the highest denomination - obvious when you think about it but there's so much to think about! Finally, teams must remember to label the packets fully before the deadline is up!

How will you know if they get it right? Easy - there should be just two specific counters (coins) unused after the packets have been filled (and as Trainer, you know what they are). Often teams see the two counters, think they must have made a mistake and stuff them into a pay packet. Not the right approach!

## Pack contents

- Trainer's Notes
- Trainer's PowerPoint
- Countdown Program (optional - internet access required)
- Plastic Tokens (Coins)
- Money Bags
- Post-it Notes (Labels)
- Team Briefs 1-5 (PDF files)
- Team Review (PDF file)

## Five-year licence

Five-year product licence included for repeat use with up to 20 participants per training session within the licence-holding organisation. Please ask for a discount on multiple licences for use with larger groups.

## Ideally suited to

Assessing a range of teamwork skills in a very short space of time. Suitable at all levels for demonstrating the need for a thought-out process, clear communication and paying attention to detail. One slip and it all goes horribly wrong!

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## Customer reviews

“ *Fun and educational* which gave *food for thought* for individuals. The activity showed the group how some staff “jumped” in and others thought things through. It also showed how the group didn’t recognise individual strengths - and they weren’t as good as they thought at communication. A *thoroughly enjoyable*, short exercise to reinforce the messages around communication, planning and playing to people’s strengths.

Gill Hannah, Training Officer, Corporate Services NHS Lanarkshire

“ Short, sharp, not as easy as it looks - a *great leveller!* We used 'Deadline 30 Minutes!' as an *icebreaker*. The *best learning points* were: not giving up; time management; sharing job roles and responsibilities; planning; breaking a large job into small pieces; motivation.

Edward Gallier, Head of Learning & Development, Jurys Inn Hotel Group



## Trainer’s role (full guidance supplied in Trainer’s Notes)

- Introduce the session by saying it is a short activity and adding as much or as little as you choose about the nature of the activity.
- Arrange participants in groups of four or five per team.
- Issue a full set of Team Briefs to each team - giving one brief per person.
- Start the Countdown Program (or announce the start of the clock). Explain teams have 30 minutes to complete the task.
- Issue a set of resources to each team: counters, bags, labels etc.
- Now observe teams in action but do not get involved. Note salient points that will be useful feedback at the Debrief.
- After exactly 30 minutes, stop the session and ask teams to display their prepared pay packets and any left-over counters. The packets are easily checked against the list in the Trainers’ Notes (you need only look at the coins in each see-through pack). Teams should have just two unused counters at the end.
- Announce any winners. Now lead a Debrief to extract the learning points from the session - guidelines supplied.

## Northgate says...

Teams *should* spend the first 5-10 minutes working out exactly what the task is, how best to go about it and sharing some vital information - but most teams don't! Instead, they jump straight in and it's a case of 'more speed, less accuracy'. As well, the best teams tend to have a strong coordinator who brings it all together, accurately, on time and in good spirit.

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## Northgate customers

