

Teammate Appreciation List

November 2020

ACTIVITY CARD

Description

A team collectively takes time to think about, and anonymously write a note of appreciation for every team member.

Source

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Objectives

- Establish a gratitude/appreciation quality for team culture
- Practice gratitude/appreciation mindset and skill within the team
- Increase positive energy in the team directly and quickly
- Reset any emerging negative conversations within team
- Encourage individuals in the team about their personal value

Application Context(s)

- Team Development (relationship building)
- Team that works online/remotely or in same physical space
- Team activity that happens at the same time
- Done as part of a normal team meeting or as part of a special team event

Time

15+ minutes (depends on the size of the team; allow 3 minutes per team member)

Audience

Team of 4+ people

Resources and Props

- Prompting statement or quote - something that inspires what team mates will write
- Timer set for 3 minute alerts

Analogue context (in same physical space together)

- People in a circle of chairs (or around a table)
- A4 sheets white paper and clip board (or large book) for each person
- Pen to write with for each person

Digital context (online and remote from each other)

- Online anonymous collection tool, i.e. www.wooclap.com with Brainstorming feature
- Digital device connected to internet for each person

Method

Preparation

1. Choose the prompting statement or quote.
2. Setup the space for team gathering and contribution

Execution

Analogue

1. Provide each person with a blank sheet of paper. Each person writes their name in the footer of the piece of paper.
2. Each person then passes the sheet of paper with their name to the person on their right.

Teammate Appreciation List ~ cont.

Analogue ~ cont.

3. Each person receives a sheet of paper with someone else's name. For that person, they think of a response to the prompting statement
4. Write the response this at the top of the piece of paper, writing across/within a 'row' of 1-2cm height.
5. Fold over the top of the paper to hide what was written. (Responses are anonymous!)
6. When advised (timer alert), everyone passes that sheet to the person on their right.
7. Repeat steps 3-6 until a person receives back their own sheet of paper.
8. Each person takes some quiet time to read the collection of statements about them. (No debriefing or sharing!)

Digital

1. Provide each person with the link to the online digital tool - Wooclap. Check they can see the Category drop down list that contains every team member's name.
2. Starting from the top of the Category List, think about the person and a response to the prompting statement.
3. Write this response in the provided box, and tick the right name on the category list. Note: There's a 100 char limit, so if you need more than this split your response into two. To ensure the two responses are paired together, repeat the last two words of the first response, at the start of the second response.
4. When advised (timer alert), move onto the list name in the category list.
5. Repeat steps 2-4 until you've worked through every name in the list.
6. The Team Lead/Facilitator extracts data collected by Wooclap, and sends each person their personal collection of statements. (If there is time, make the appearance of this list look attractive.)
7. Each person takes some quiet time to read the statements about them. (No debriefing or sharing).

Notes

Sample prompting statements

What I appreciate about you is ...

Thank you for ...

My wish for you is ...

Sample Inspirational quotes

Appreciation is a wonderful thing; it makes what is excellent in others belong to us as well.

~ Voltaire

The deepest craving of human nature is the need to be appreciated.

~ William James

As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them.

~ John F Kennedy

Appreciation can make a day - even change a life. Your willingness to put it into words is all that is necessary.

~ Margaret Cousins

Gratitude is not only the greatest of virtues, but the parent of all the others.

~ Cicero

This is one Activity in the **Questo Team Activities Collection**.

Another good idea from Questo for shaping a great team.