

“Take a Moment to Reflect and Celebrate” resource for a team-building session

Structure of the Session (1 Hour)

1

Introduction (5-10 minutes)

Objective:

Explain the purpose of the session—to reflect on the year's successes and challenges, identify patterns, and celebrate achievements. Emphasise how this activity fosters positivity, resilience, and team connection, referencing Barbara Fredrickson's Broaden-and-Build Theory.

Set the tone:

Use an example from your own reflections to model openness and positivity.

2

Individual Reflection (15 minutes)

Activity:

Distribute copies of the "Take a Moment" grid. Ask team members to think about the past year and write down successes, achievements, or significant moments for 9 months (allow flexibility for fewer months if needed).

Guidance:

Encourage them to reflect on personal wins (work or life-related), overcoming challenges, or forming new habits.

3

Pair/Small Group Sharing (15 minutes)

Activity:

Divide the group into pairs or small groups. Have each person share one or two highlights or insights from their reflections.

Objective:

Encourage team bonding through shared experiences and learn from one another's perspectives.

4

Team Sharing and Celebration (15 minutes)

Activity:

Reconvene as a full group. Ask each small group to share one key highlight or pattern they noticed collectively.

Facilitate Discussion:

Celebrate the shared successes and strengths of the team. Highlight recurring themes, such as resilience, creativity, or collaboration.

5

Wrap-Up and Takeaways (5-10 minutes)

Reflection:

Ask participants to identify one action or mindset they want to carry forward into the next year.

Thank You:

Conclude by thanking the team for their participation and efforts over the past year. Consider giving small tokens of appreciation (e.g., a thank-you card or small treat).

6

Additional Tips

Materials:

Print or display copies of the resource on a shared screen. Provide pens and markers for notes.

Atmosphere:

Create a positive environment with music, refreshments, or a welcoming setup.

Flexibility:

Allow participants to share only what they're comfortable with.

