



CONGENIAL MEETS: CHECKLIST

TIME-TABLING FOR COMMUNITY - AN INVITATION TO BOND AS A GROUP

“Hi, the process of Congenial Meets has really allowed me to become comfortable with my colleagues. I hope you found value in and have enjoyed going through the pack and resources so far.

I invite you to use this quick at a glance checklist as a reference to ensure that you do not miss out on any of the key ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. **Please feel free to innovate, translate and implement the way you want. And, I would love to know how you have done it. Do share your experience with us.”**

- Nikita Desai

BEFORE

- Keep the **pulse** of your team and their **needs** in mind while planning for the Congenial Meets.
- Find out the **time-slot** for the Congenial Meet and decide on the **type of activity** to be conducted – *e.g. if it is in the afternoon, a game that can be played indoors might be more appropriate than a physical activity outdoors.*
- Plan** the experience / game
 - Think about what experience might be **fun** for both yourself as well as the participants, and any **deeper message** you want to **explore**.
 - Write down the **instructions clearly** – in simple language, short sentences and in logical order.
 - Get **feedback** about whether the instructions clearly explain the rules / steps to be followed by the participants.
- Organize** and keep ready the **resources** needed so that they can be smoothly distributed to the participants – *e.g. if it is a team-based activity, the resources can be grouped according to what each team would need.*
- If possible, have a **dry run** of the activity with a few peers.

DURING

- ❑ At the beginning of the Congenial Meet, **greet** everyone warmly and with high **enthusiasm** and share the name of the game / experience.
- ❑ Give the instructions in a **clear voice** (reading from the written notes, if necessary). Check if the instructions have been understood by **asking questions** about the order in which things are to be done, or conducting a **small demo** with a few participants.
- ❑ During the Congenial, **observe** the groups participating in the activity closely. Pick up key **messages or learnings** that are emerging of how people are responding to the experience. These can be referred to during reflection time.
- ❑ Keep the **energy** high by motivating the participants and **checking in** with the groups that look like they need a helping hand!

AFTER

- ❑ Ask the participants to share any **learnings or insights** they gained while engaging in the Congenial.
- ❑ **Listen** closely and intently to each person who is sharing, and make sure to give **multiple** people a **chance to share** their perspective.
- ❑ Share the **purpose** that you had in mind while planning the activity, and any learnings, insights or takeaways from the activity. You may ask them to **make connections** to their classroom scenario.
- ❑ During subsequent professional development sessions with the team, make sure to **go back** to the **theme or learnings** that came out from the congenial. This will help your team see that the **personal and professional development** go hand in hand to create a great **team culture!**

SOME IMPORTANT TIPS

- ❑ Congenial games usually work better at the start of the day but make sure to give people 10 to 15 minutes to chat and **catch up** before starting the activity as this helps put people at **ease**.
- ❑ **Respect the time** that your colleagues will be spending for being part of the congenial game and plan well, so that no time is wasted.
- ❑ Consider **involvement** of all colleagues in the Congenial Meet by keeping their **needs** in mind (for e.g. *If some teacher can't run because of their disability, etc., do not plan a game where they can't participate or at least factor in a manner that she could participate in some other way*).
- ❑ Keep **enough resources** available for all participants.

