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# Unlocking Team Building Success: A Guide for Executive Assistants

**TEAMLAB**  
TEAM BUILDING



# UNLOCKING TEAM BUILDING SUCCESS

In the world of corporate team building, the key to success is achieving a perfect blend of professionalism and fun.

It is important to understand how to align your team's values with engaging activities by using a range of interactive team building events designed to foster inclusivity, promote a growth mindset, and make the journey to corporate cohesion truly enjoyable.



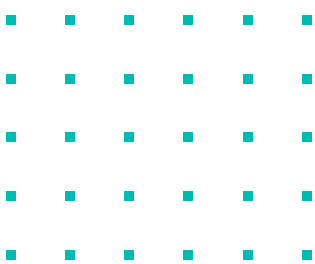
## Welcome to TeamLab

TeamLab offers a wide array of team building events and activities that cater to the urban spirit. From thrilling Urban Challenges to creative Scavenger Hunts, or even a test of engineering prowess in our Lego Play, we've got you covered. If you're interested in understanding your team members better, our Click! Colours personality testing will help you tap into their unique qualities. You can also nurture creativity through activities like Team Painting, and for a dash of competition, Game ON!

TeamLab's team building events go beyond just having fun. Our activities are designed to foster strong bonds and build cohesive teams. You're not just playing; you're learning and growing together. It's fun with a purpose!

As an executive assistant, you might face the challenge of choosing the right team building event, convincing the CEO or staff about its benefits, and ensuring everyone's participation. TeamLab is here to help you address these challenges.

We offer engaging team building events in Perth, Fremantle and throughout WA that are sure to excite and engage your team.



## CONVINCING YOUR MANAGER: THE BENEFITS OF TEAM BUILDING FOR STAFF

Team building is not just about fun and games—it's a powerful tool for improving workplace dynamics, fostering collaboration, and enhancing overall productivity. In this section, we talk about the reasons why team building is a valuable investment for your organisation and provide you with effective strategies to persuade your manager.

### 1. Highlight the Benefits:

Begin by emphasising the numerous benefits of team building. It can enhance employee engagement, improve communication, boost morale, and create a more cohesive work environment. These benefits directly impact the bottom line through increased productivity and reduced turnover.

### 2. Address Specific Challenges:

Identify any specific challenges your team is facing. It may be poor communication, lack of collaboration or low motivation. Team building activities can be tailored to focus on these issues and is a proactive solution to common workplace issues.

### 3. Present Data and Case Studies:

Share success stories from other companies that have had improvements in teamwork and performance after implementing team building initiatives. We can share our case studies.

### 4. Emphasise the Return on Investment (ROI):

Outline the potential return on investment that can be expected from team building. The cost of a team building event is a small investment compared to the long-term benefits, including improved employee satisfaction, improved retention, reduced conflicts, and increased productivity.

### 5. Offer a Variety of Options:

Show range of team building activities suitable for your team. Tailor your suggestions to your company's culture and preferences. Highlight options like Urban Challenges, Scavenger Hunts, or even personality testing like Click! Colours to cater to different needs and interests.

### 6. Offer to Take the Lead:

Offer to take the lead in organising the team building event. Find a reputable team building provider to make the process as smooth as possible.

By highlighting the benefits, addressing specific challenges, and offering a variety of options, you can make a strong argument for the positive impact it will have on your team and the organisation as a whole.







**TEAM BUILDING**

**YOUR BEST  
INVESTMENT**

**Bring Out the Best  
in Your People**

**TEAMLAB**  
BUILDING BETTER TEAMS

# MEASURING ROI FOR TEAM BUILDING



Team building activities are an integral part of enhancing workplace dynamics, improving team cohesion, and boosting overall productivity. But how do you measure the return on investment (ROI) for team building initiatives? In this article, we will show you the various ways to assess the value of team building in a corporate setting.



## 1. Set Clear Objectives:

What do you hope to achieve? Increased productivity, improved communication, or higher employee satisfaction? Establishing specific goals will provide a foundation for measuring your ROI.

## 2. Define Key Performance Indicators (KPIs):

Identify the key performance indicators that align with your objectives. These could include metrics such as increased sales, reduced turnover, improved project completion times, or higher employee engagement scores. The choice of KPIs should reflect the specific goals of your team building program.

## 3. Conduct Pre- and Post-Event Surveys:

Gather baseline data by conducting surveys before the team building event. Ask employees to assess their current levels of satisfaction, teamwork, and engagement. After the event, repeat the surveys to gauge any improvements in these areas. The difference in scores can help you quantify the impact of team building.

## 4. Measure Tangible Benefits:

Evaluate tangible benefits that result from team building initiatives. For example, if your team building program focused on improving sales teams' collaboration, measure the increase in sales revenue or the growth in the number of successful deals closed as a direct result of enhanced teamwork.

### **5. Assess Employee Retention:**

Team building can significantly impact employee retention. If your organisation has lower turnover rates after implementing team building activities, calculate the cost savings associated with reduced recruitment and training expenses.

### **6. Analyse Productivity Gains:**

Productivity improvements are often an outcome of effective team building. Measure the time saved on projects, increased project completion rates, or any other productivity-related metrics to determine the ROI.

### **7. Consider Soft Benefits:**

Don't overlook the soft benefits of team building, such as improved morale, job satisfaction, and employee engagement. These factors can indirectly impact ROI by enhancing overall team performance and reducing conflicts.

### **8. Calculate the Costs:**

To calculate ROI accurately, you must account for the costs associated with team building events. Include expenses for planning, organizing, and any external providers like TeamLab. Subtract these costs from the benefits obtained to determine the net return.

### **9. Adjust for Timeframe:**

ROI measurement can vary over time. Assess the impact of team building initiatives in the short term, but also consider how these benefits accumulate and impact long-term performance and employee retention.

ROI is always a key consideration so hopefully this have given you some things to consider to make sure it is a good investment.



A collage of hexagonal shapes in orange and teal colors, some containing photographs of people participating in team-building activities. The photos show people building with LEGO bricks, posing for a selfie, standing in front of a building, and interacting with bicycles.

# CORPORATE TEAM BUILDING MADE EASY

**TEAMLAB**

# 10 TIPS TO ORGANISING GREAT TEAM BUILDING EVENTS

- 1 Understand Your Team's Needs
- 2 Set Clear Objectives
- 3 Choose the Right Activity
- 4 Plan Well in Advance
- 5 Communicate Effectively
- 6 Engage the Team
- 7 Budget Wisely
- 8 Ensure Accessibility
- 9 Have Fun
- 10 Evaluate and Feedback





# QUESTIONS TO ASK A TEAM BUILDING COMPANY (along with TeamLab's answers):



## **1. What types of team building activities do you offer?**

Answer: TeamLab offers a range of activities, including Urban Challenges, Scavenger Hunts, Lego Play, Click! Colours personality testing, Team Painting, and Game ON!

## **2. Can you customize activities to suit our team's specific needs and goals?**

Answer: Yes, TeamLab specialises in tailoring activities to meet your team's unique objectives, ensuring a personalised experience.

## **3. What is the maximum and minimum group size for your activities?**

Answer: TeamLab can accommodate various group sizes, with options suitable for both small teams and larger corporate gatherings. We can do any group size between 5 to 500 people.

## **4. Where are your team building events typically held?**

Answer: TeamLab's events are held in Perth and Fremantle, and all around WA.

## **5. Do you provide indoor and outdoor options?**

Answer: Yes, TeamLab offers both indoor and outdoor activities to suit different preferences and weather conditions.

## **6. What is the average duration of your team building activities?**

Answer: The duration can vary depending on the specific activity, ranging from a few hours to a full day, allowing you to choose what best fits your team's schedule.

## **8. Do you have experience working with corporate clients similar to ours?**

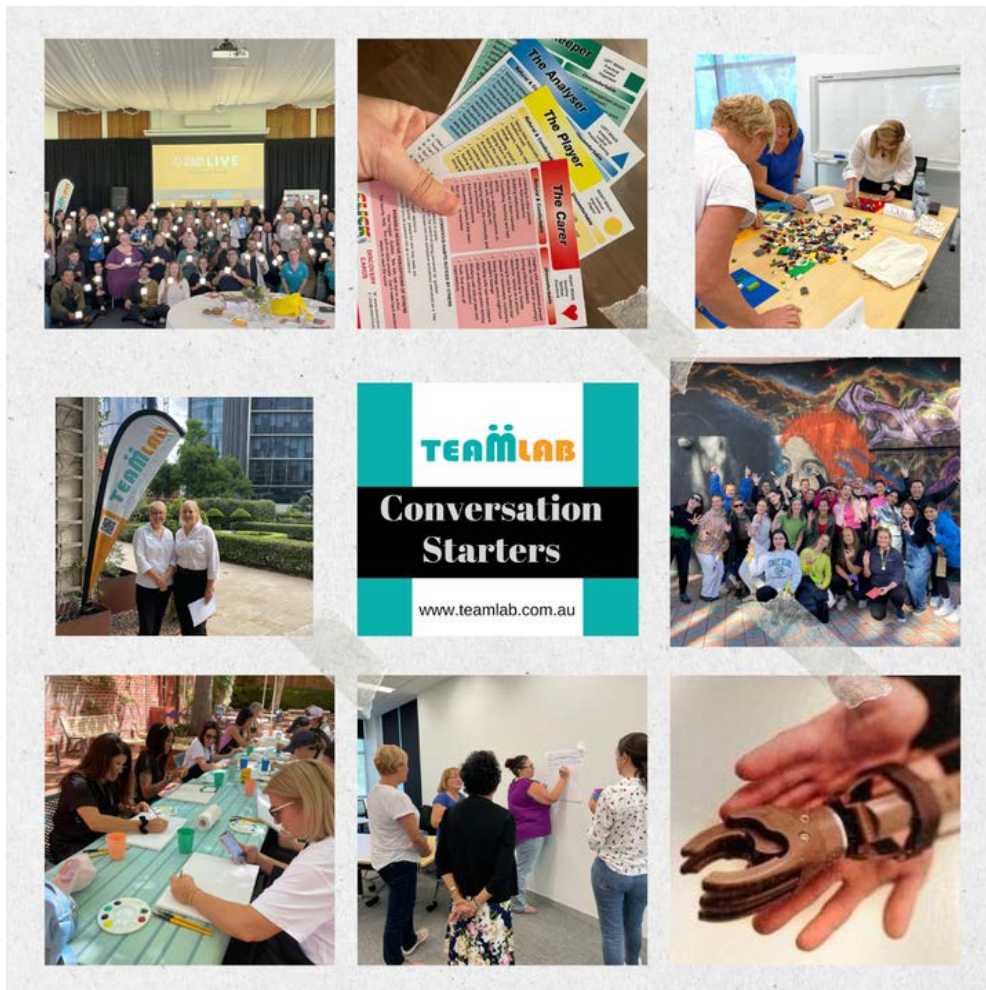
Answer: TeamLab has a track record of working with a wide range of corporate clients, ensuring a professional and tailored experience.

## **9. How do you measure the success and impact of your team building activities?**

Answer: TeamLab evaluates the success of each activity through post-event surveys and feedback from participants ensuring that your team's objectives are met.

## **10. What safety measures and precautions are in place during your activities?**

Answer: TeamLab prioritises safety and has safety measures in place for all activities. Our team is trained to ensure participants have a secure and enjoyable experience.



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