



CONGENIAL MEETS AT A GLANCE



“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 ingredients! It’s really very simple to execute, and here are some things that I keep in mind during the process. 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**”.

☺ *Nikita Desai*

I. My checklist:

BEFORE:

- Keep the pulse of your team and their needs in mind while planning for the congenial meet
- 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 activity/game
 - Think about what activity 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 activity to the participant
- 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/purpose of the game
- 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 activity, observe the groups participating in the activity closely to pick up key messages or learnings emerging which you can then ask questions about in the reflection
- Keep the energy high for every participant by motivating the participants and checking in with the groups that look like they need more of a helping hand!

AFTER:

- Ask the participants to share any learnings or insights they gained while doing the activity.
- 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 shout-outs that you want.
- 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 creating a great team culture!

II. Some important Tips

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