



HEADS OR TAILS

FACILITATOR GUIDE



Team-building Workshop: Heads or Tails

Introduction

Team building is an important step each team should take to ensure success during the Toastmasters year. You will need to work with your team members by setting and accomplishing goals. The following activity will assist participants in building a collaborative, cohesive, and comfortable team.

Overview

In this team-building exercise, participants engage in friendly competition to see how their team members react under pressure and with ambiguous information. Participants observe how team members manage negotiation and make decisions.

Participants divide into four teams. Teams should have between six and nine people each. During each of the seven rounds of the game, teams can earn or lose money based on the collective votes of all the teams. Some rounds allow negotiation.

During each round, teams submit a Heads or Tails card to you. You do not reveal who submitted which card. When you have all four cards, announce the results according to the scoring slide. Each team should have a scorekeeper. At the end of round 7, ask each team's scorekeeper to announce the team's final score.

Objectives

After completing this session, participants will be able to do the following:

- Demonstrate self-awareness of their own behavior in a team setting
- Observe and analyze their team members' behavior

Materials

- PowerPoint
- Four Heads cards
- Four Tails cards

Group Size

- Four teams of six to nine participants

Setting

- Large room with ability to display the PowerPoint presentation

Time

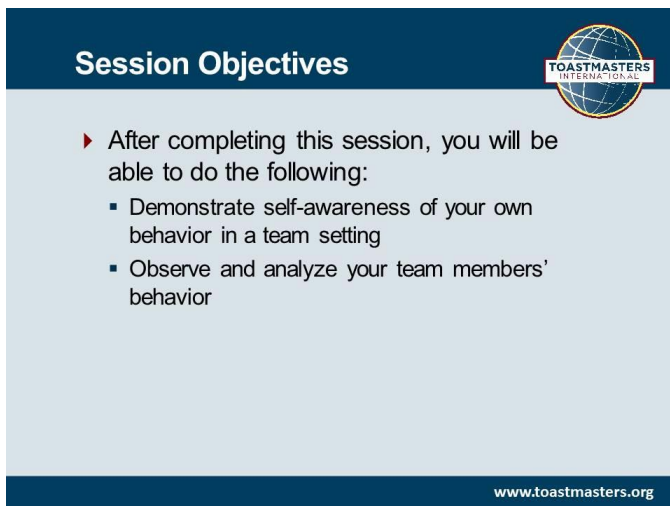
- Approximately 45 minutes

Process

1. SHOW the Heads or Tails slide as participants enter the room.



2. SHOW the Session Objectives Slide.



3. PRESENT

- After completing this session, you will be able to:
 - Demonstrate self-awareness of your own behavior in a team setting
 - Observe and analyze your team members' behavior

ROUND 1



1. INSTRUCT participants to form four teams.

2. INSTRUCT each team to select a scorekeeper.



3. DISTRIBUTE one Heads and one Tails card to each team.

4. INSTRUCT each team to decide on a team name and write it on their Heads and Tails cards.

5. PRESENT the instructions:

- Each team has two cards, one says “Heads” and one says “Tails.”
- As a team, you will choose to submit the Heads card or the Tails card during each round.
- Use quiet voices when you discuss which card to submit so that the other teams can’t hear you.
- When you have decided which card to submit, give the Heads or Tails card to the facilitator.
- Your team will earn or lose money based on the cards that have been submitted by each team.
- I will announce the results according to the scoring system and your scorekeeper will keep track of your money.
- This is how your team earns money.



6. SHOW the Scoring System Rounds 1-3 slide.

Scoring System Rounds 1-3



- ▶ 4 HEADS = Each group loses \$25
- ▶ 3 HEADS = Win \$25 for each group that chooses Heads
1 TAILS = Lose \$75 for group that chooses Tails
- ▶ 2 HEADS = Win \$50 for each group that chooses Heads
2 TAILS = Lose \$50 for each group that chooses Tails
- ▶ 1 HEAD = Win \$350 for group that chooses Heads
3 TAILS = Lose \$25 for each group that chooses Tails
- ▶ 4 TAILS = Win \$25 for each group that chooses Tails

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7. PRESENT

- 4 HEADS = Each group loses \$25
- 3 HEADS = Win \$25 for each group that chooses Heads
1 TAILS = Lose \$75 for group that chooses Tails
- 2 HEADS = Win \$50 for each group that chooses Heads
2 TAILS = Lose \$50 for each group that chooses Tails
- 1 HEAD = Win \$350 for group that chooses Heads
3 TAILS = Lose \$25 for each group that chooses Tails
- 4 TAILS = Win \$25 for each group that chooses Tails

NOTE TO FACILITATOR

After you present the Scoring slide, participants may have questions. Their confusion is an intentional by-product of the activity.

If they ask questions or raise their hands, announce that you are not taking questions at this time and that teams have one minute to decide which card to submit.

8. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.

9. TIME one minute.



1 minute

10. TELL participants how much money each team earned in round 1 without revealing who submitted each card.

- For example, "All teams that submitted Heads earn \$25 and the team that submitted Tails loses \$75."

11. DISTRIBUTE submitted cards to original teams.

**ROUND 2**

1. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.

2. TIME one minute.



1 minute

3. TELL participants how much money each team earned in round 2 without revealing who submitted each card.



4. DISTRIBUTE submitted cards to original teams.

NOTE TO FACILITATOR

In rounds 3, 4, 6, and 7, teams select one representative to negotiate before submitting their card (there is no negotiation in round 5).

Negotiation adds new pressure to the game which affects how each team communicates and makes decisions.

During these rounds, make sure that the group negotiating can't be heard by the rest of the people in the room. Ask them to step outside the room.

ROUND 3

1. PRESENT

- In round 3 you will be able to negotiate.
- Each team will have one minute to decide on a negotiation strategy.
- Each team will select one representative who meets with the other representatives for two minutes of negotiation.
- When the representatives return, each team will have one minute to discuss and decide which card to submit.

2. INSTRUCT teams to spend one minute selecting their negotiator and deciding on a strategy.

1 minute



3. TIME one minute.

4. INSTRUCT negotiators to meet for two minutes.

2 minutes



5. TIME two minutes.

6. INSTRUCT negotiators to return to their teams.

7. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.

1 minute



8. TIME one minute.

9. TELL participants how much money each team earned in round 3 without revealing who submitted each card.

10. DISTRIBUTE submitted cards to original teams.



ROUND 4

1. SHOW the Scoring System Round 4 slide.

Scoring System Rounds 4

- ▶ 4 HEADS = Lose \$250 for each group that chooses Heads
- ▶ 3 HEADS = Win \$25 for each group that chooses Heads
1 TAILS = Lose \$75 for group that chooses Tails
- ▶ 2 HEADS = Win \$50 for each group that chooses Heads
2 TAILS = Lose \$50 for each group that chooses Tails
- ▶ 1 HEAD = Win \$350 for group that chooses Heads
3 TAILS = Lose \$25 for each group that chooses Tails
- ▶ 4 TAILS = Win \$25 for each group that chooses Tails

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2. TELL teams in round 4 they will be able to negotiate again.

3. INSTRUCT teams to spend one minute selecting their negotiator and deciding on a strategy.

4. TIME one minute.



1 minute

5. INSTRUCT negotiators to meet for two minutes.

6. TIME two minutes.



2 minutes

7. INSTRUCT negotiators to return to their teams.

8. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.

9. TIME one minute.



1 minute

10. TELL participants how much money each team earned in round 4 without revealing who submitted each card.



11. DISTRIBUTE submitted cards to original teams.


ROUND 5

NOTE TO FACILITATOR

This round DOES NOT include negotiation.



1. SHOW the Scoring System Round 5 slide.



Scoring System Rounds 5

- ▶ 4 HEADS = Each group loses \$250
- ▶ 3 HEADS = Win \$25 for each group that chooses Heads
1 TAILS =Lose \$75 for group that chooses Tails
- ▶ 2 HEADS = Win \$50 for each group that chooses Heads
2 TAILS = Lose \$50 for each group that chooses Tails
- ▶ 1 HEAD = Win \$350 for group that chooses Heads
3 TAILS = Lose \$25 for each group that chooses Tails
- ▶ 4 TAILS = Win \$250 for each group that chooses Tails

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2. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.

1 minute



3. TIME one minute.

4. TELL participants how much money each team earned in round 5 without revealing who submitted each card.



5. DISTRIBUTE submitted cards to original teams.

ROUND 6

1. SHOW the Scoring System Round 6 slide.

Scoring System Rounds 6

- ▶ 4 HEADS = Each group loses \$250
- ▶ 3 HEADS = Win \$25 for each group that chooses Heads
1 TAILS =Lose \$75 for group that chooses Tails
- ▶ 2 HEADS = Win \$50 for each group that chooses Heads
2 TAILS = Lose \$50 for each group that chooses Tails
- ▶ 1 HEAD = Lose \$300 for group that chooses Heads
3 TAILS = Win \$100 for each group that chooses Tails
- ▶ 4 TAILS = Win \$250 for each group that chooses Tails

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2. TELL teams in round 6 they will be able to negotiate again.
3. INSTRUCT teams to spend one minute selecting their negotiator and deciding on a strategy.
4. TIME one minute.
5. INSTRUCT negotiators to meet for two minutes.
6. TIME two minutes.
7. INSTRUCT negotiators to return to their teams.
8. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.
9. TIME one minute.
10. TELL participants how much money each team earned in round 6 without revealing who submitted each card.
11. DISTRIBUTE submitted cards to original teams.



1 minute



2 minutes



1 minute



ROUND 7



1. SHOW the Scoring System Round 7 slide.

Scoring System Rounds 7

- ▶ 4 HEADS = Each group loses \$250
- ▶ 3 HEADS = Win \$25 for each group that chooses Heads
1 TAILS = Lose \$75 for group that chooses Tails
- ▶ 2 HEADS = Lose \$200 for each group that chooses Heads
2 TAILS = Win \$200 for each group that chooses Tails
- ▶ 1 HEAD = Lose \$300 for group that chooses Heads
3 TAILS = Win \$100 for each group that chooses Tails
- ▶ 4 TAILS = Win \$250 for each group that chooses Tails

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2. TELL teams in round 7 they will be able to negotiate again and that this is the final round.
3. INSTRUCT teams to spend one minute selecting their negotiator and deciding on a strategy.

1 minute



4. TIME one minute.

5. INSTRUCT negotiators to meet for two minutes.

2 minutes



6. TIME two minutes.

7. INSTRUCT negotiators to return to their teams.

8. INSTRUCT teams to spend one minute selecting which card they would like to submit and bringing it to the facilitator.

1 minute



9. TIME one minute.

10. TELL participants how much money each team earned in round 7 without revealing who submitted each card.

11. INSTRUCT scorekeepers to share the total money earned by each team.

12. PRESENT

- The purpose of this activity is not actually to win the most money.
- This activity helps us build awareness of how we act under pressure and with ambiguous information, how we negotiate, and how we make group decisions.

13. ASK

- Did you notice that some of the scoring slides provided an option where all teams could benefit from submitting the same card?

14. INSTRUCT participants to return to their seats.

15. ASK

- How did you decide within your team which card to submit?
- Did a leader emerge in your group?
- How did the time limits have an impact on your decisions?
- How did the changing score system impact your decisions?
- What was your strategy for negotiation?
- How would you change your team's behavior to become more productive and efficient?

Review: Heads or Tails

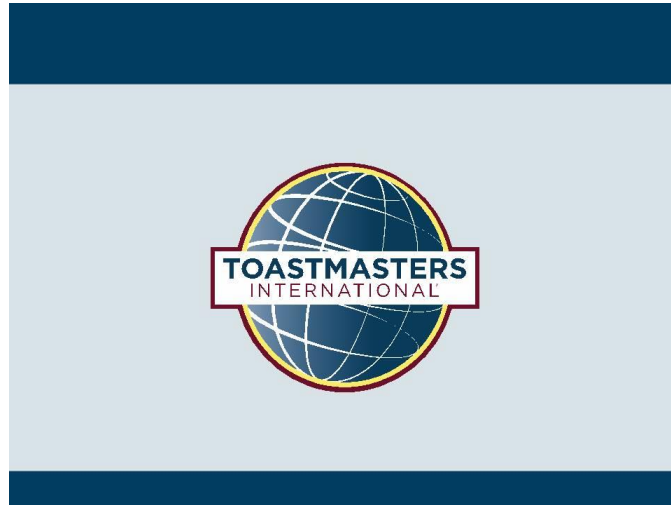
1. PRESENT

- By participating in this activity and discussion, you have reflected on your own behavior and your group's behavior.
- As participants, be aware of your team's behavior patterns and change them to become more productive and efficient.
- For example, if you're having a hard time working together at a district executive committee meeting, you can use your observational skills to evaluate and change your team dynamics.
- Through self-reflection, you can be intentional about your communication, team decisions, and team dynamics.
- This skill will help you throughout the year as you work together to create a successful, productive, and supportive team.

Conclusion



1. SHOW the Conclusion slide.



2. PRESENT
 - In this session, we experienced the difficulty of making decisions as a group with limited time and confusing information.
 - We practiced reflecting on our own behavior and our team members' behavior in order to improve it.
3. INSTRUCT participants to share something they learned from this session with another participant.