

# 2010 Openers and Closers

NSDTA – August 31, 2010

Cambridge, Massachusetts

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# What You've Heard

Objectives:     Break the ice  
                     Provide focus on the topic  
                     Allow opportunities to network

Class Length:   Half day or longer

Group Size:     6 to about 20

Time:             12 minutes

Equipment:     One flip chart at front of room (for instructor)

Process:         Ask each individual to write down one expectation they have about today's topic based on what they have heard from others in their organization. Ask them to then share with their tablemates. Allow four minutes. Then, ask each table to select the two "best" expectations and report out to the larger group. The instructor will list these selected expectations on the flip chart at the front of the room. Post the flip chart on the wall afterwards and refer back at the end of the class to see whether all the expectations were met during the class.

Note: the list of expectations will help the instructor know whether the class design will be able to address all (or most) of the class members' expectations.

# Greatest Fears

Objectives: Relieve tension about the topic  
Break the ice

Class Length: Any length

Group Size: 6 to about 20

Time: 10-12 minutes, depending on class size

Equipment: One flip chart at front of class

Process: Working as a table team, ask each group to identify as many of their fears and apprehensions about today's topic. What bothers them the most? What is unknown? Allow five minutes to discuss, and then ask the table groups to report out their fears and record them on the flip chart at front. Once finished with the list, post it on the wall and return to it at the end of class. Hopefully, most of those fears will be removed during the class.

Note: This list will be very beneficial to the instructor, especially if you can make sure you address those fears as the class material is presented. Check back at the end of class to make sure all fears are resolved, or at least addressed.

*Ohio day 1 July 2015*  
Inter

## Today's Feelings

Objectives: Break the ice  
Allow opportunities to network  
Relieve tension related to topic

Class Length: Any length

Group Size: 10 to 24 best

Time: 12-15 minutes

Equipment: One flipchart for each table team, markers

Process: Individually, ask everyone to write down three words that best describe their feelings about today's topic prior to beginning the class. Be honest. Allow two minutes. Now, ask each table team to write down all these "feelings" words on a flipchart and note any duplicates. Ask the group to circle the two or three words that best represent your group's collective "feelings." Allow five minutes. Report out to the larger group.

Note: For a longer class, a follow-up exercise at the completion of the class might hopefully identify and reveal a different set of "feelings" about the class and topic.

# Bring It Together

Objectives:     Provide focus on the topic  
                     Provide reinforcement of concepts  
                     Allow opportunities to build teams

Class Length:   Half day or longer

Group Size:     15 to 30

Time:             15 minutes

Equipment:     Flipcharts with headings: Rope; Bunji cords;  
Duct Tape; Staples; Glue

Process:           Ask participants to select any flip chart and form groups of 3-6 at each stand. Ask each group to identify the three most important concepts they learned from today's course and list on the chart. Allow three minutes. Now, ask the groups to find some "connection that they can find between their concepts". They can then figuratively use their equipment (rope, tape, glue) to bring it all together. Report out as a group when done.

# Take Away, Give Away

Objectives:     Provide reinforcement of concepts  
                     Allow opportunities to build teams

Class Length:   Half day or longer

Group Size:     10-20 works best

Time:             12 minutes

Equipment:     Flip chart and markers for each table

Process:           Ask each group to put two headings on their flip chart: "Take Away" at the top and "Give Away" in the middle. Now, ask each group to identify the two most important ideas they feel should be "taken away" from today's class to show learning has occurred. Allow three minutes. Now, ask each group to identify the one or two ideas or concepts they feel you could "give away" that might have some transferability or connection to another topic. Report out after another three minutes.

# Bus Transfers

Objectives: Allow opportunity to build teams  
Provide reinforcement of concepts

Class Length: Any length

Group Size: minimum of 8, up to 30

Time: 12-15 minutes, depending on class size

Equipment: One flip chart/markers for each group of 4-7

Process: Everyone knows that bus transfers allow a person to go from one line to another. With that in mind, form groups (by any means) of 4-7 members around each flip chart. Ask the groups to identify at least five good ideas or concepts from today's class that have applicability to other topics and could easily transfer to that other topic. Don't stop at five because there will be a prize for the group with the most transferable topics. Allow 6-8 minutes, and then ask the groups to report out to the larger group. Award a prize to group with longest list.



# What Can You Do Tomorrow?

Objectives:     Provide reinforcement of concepts  
                     Allow opportunities to build teams

Class Length:   Half day or longer

Group Size:     minimum of 8, up to 30

Time:             10-12 minutes

Equipment:     One flip chart/markers for each group of 4-6

Process:           Ask everyone to go to any flipchart and form groups of 4-6 each. Try to work with new folks. Ask each group to list at least 3-5 good ideas they have learned in today's class. Allow three minutes. Now, ask the group to discuss and identify how they might best implement one of those ideas at work when they return tomorrow, or at least within the next week or so. If groups have trouble with the implementation part, tell them they have "magic" to help them (unlimited resources and money) to make the implementation happen. Allow five minutes and then ask groups to report out.

If more time is needed, go ahead and give an extra 3-5 minutes. Something that actually could happen would be a great success to the organization.

# Circle and Square

Objectives:     Provide reinforcement of concepts  
                     Provide focus on the topic  
                     Allow opportunities to build teams

Class Length:   Half day or longer

Group Size:     Minimum of 8, up to 30

Time:             12-15 minutes

Equipment:     One flip chart/markers for each group

Process:          Facilitator start by saying that a circle represents fluidity and change, and a square represents stability and form. At table teams, ask each group to identify one or two ideas or concepts from today's class that are like a circle – very fluid and changeable; also identify one or two ideas or concepts from today's class that are like a square – very stable and structured. Write responses on the flip chart. Allow 5-7 minutes to complete, and then report out to the class.

Additional element of creativity. Challenge the groups to also identify ideas/concepts that might fit other shapes, like a triangle or oval or hexagon, and then be able to describe why.

# Your Flag

Objectives:     Provide reinforcement of concepts  
                     Have fun  
                     Allow opportunity to network

Class Length:   Any length

Group Size:     Minimum of 8, up to 30

Time:             10-12 minutes

Equipment:     One flip chart/markers for each group

Process:           First, tell the class to go to any open flip chart in the room and form groups of 4-7 each. Make sure each group has several markers of different colors. Now, tell the group that a flag can represent many things through color and shape and symbols. Ask each group to design their own flag that represents one main concept or idea from today's topic. Be as creative as possible. Allow 8 minutes to design their flag and report out.

Present an award to group with best representation, selected by either the facilitator or the rest of the groups. In case of ties, present awards to top two groups.

# Tapestry of Ideas

Objectives:     Provide reinforcement of concepts  
                     Promote networking with others

Class Length:   Any length

Group Size:     Minimum of 10, up to 24

Time:             12-15 minutes

Equipment:     Colored paper, markers for everyone

Process:           Ask participants to pair up with someone they don't know, or know less well than others. Now ask each pair to use a blank sheet of colored paper and draw a picture or use symbols to depict one major concept either person learned from today's topic. Allow the pairs four minutes to complete. Bring all the different colored sheets to the front of the room and attach them together (tape works best) to form a tapestry of ideas for today.

## Main Course - Cafeteria

Objectives:     Provide reinforcement of concepts  
                     Allow opportunities to build teams  
                     Have fun

Class Length:   Any

Group Size:     Minimum of 10, up to 25

Time:             10-12 minutes

Equipment:     Large paper plates and markers, two per table, plus several smaller paper plates per table

Process:          Work as table teams. Ask each table to write one lesson learned on each of two large paper plates at the table. When finished, bring the plates to the front and attach to wall (or a flip chart) to show the large assortment of "main courses" available at the cafeteria of ideas. If the tables also identify some secondary lessons learned, they can write them on the smaller plates, which will become the side dishes in the cafeteria of ideas.

# Banners

Objectives:     Reinforcement of concepts  
                    Opportunity to build teams

Class Length:   Half day or longer

Group Size:     12 to about 30+

Time:             12-15 minutes

Equipment:     Cloth banners (8" x 10") light colors, markers

Process:           Divide class into groups of 2-6 each, so that about 6-10 total groups are formed. Ask each group to create one banner with their main theme or concept learned in class. Allow 5-8 minutes to complete. Bring all banners to front, tie them together and tape them to the wall as a celebration of learning.

## Transformers

Objectives:     Provide focus on the topic  
                     Provide reinforcement of concepts

Class Length:   Half-day or longer

Use:                Closing exercise

Group Size:     Minimum of 10, better with 16 or more

Time:              10-12 minutes

Equipment:     Flip chart for each group

Process:           Have group form smaller groups of 3-5 each around flip charts in room. Ask anyone in large group for one word, related to topic, as the starting word. Ask each group to write that same word at the top of all flip charts. Now, give groups 15 seconds to come up with another word that is similar in meaning to the first word, and write it below the first word. Give another 15 seconds to transform from the 2<sup>nd</sup> word to a new 3<sup>rd</sup> word. Continue until all groups arrive at their sixth word. Report out which word each group has "transformed" to arrive at their last word. Also look at each group's progression from first to last word.

## Pick A Letter ~~A~~

Objectives:     Provide focus on topic  
                     Have fun  
                     Allow opportunities to network

Class Length:   Half-day or longer

Use:                Closing exercise

Group Size:      Minimum of 10; larger groups better

Time:              10-12 minutes

Equipment:      One flip charts and markers per group

Process:           Work as table teams. Ask each table to give you one letter of the alphabet and write on chart in front. You need at least five or more total letters.

Now, ask each group to come up with as many words as possible, starting with any of the "base letters of the alphabet", and write them on their flip chart. All words need to have some connection to the overall topic of the class. Allow only four minutes to complete. Report out the total number of words each group can list. Give a prize to the group with the largest number of acceptable words.



## Achieve A Balance

Objectives: Provide focus on the topic  
Provide reinforcement of concepts

Class Length: Full day or longer

Use: Closing exercise

Group Size: Any size; 10-15 better

Time: 12 minutes

Equipment: Two flip charts in front; 5 x 7" cards for all

Process: On two flip charts in front, label one chart with "Benefit to Organization" and label the other with "Benefit to Individual". Work as table teams. Ask the groups to come up with ideas from today's class that will benefit either the organization or the individual. Write them down, one idea per card, on 5 x 7" cards. Allow five minutes to complete cards, and then ask the groups to bring the cards to the front and attach them to either flip chart. Then, the facilitator will read all ideas for each flip chart. Try to have the same number of ideas on both charts. See how many ideas might benefit both organizations or individuals.

## Four By Four

Objectives:     Provide reinforcement of concepts  
                     Allow opportunity to network

Class Length:   Full day or longer

Use:                Closing exercise

Group Size:     Multiples of four best; minimum of 16 better

Time:              10-12 minutes

Equipment:     4 x 6" or 5 x 7" cards for each person

Process:          Ask each person to write one "lesson learned" on a 4 x 6" or 5 x 7" card. Now, ask everyone to stand up and hold their card over their head and form groups of four total persons with the same (or similar) lesson learned. Once a group is formed, wait until all groups of four are formed. Standing report by all groups to facilitator, who will write down the "group" lessons learned on a flip chart in the front of the room.

# Hopes and Fears

Objectives:     Provide reinforcement of concepts  
                     Provide opportunity for networking  
                     Break the ice  
                     Relieve tension about the topic

Class Length:   Half day or longer

Group Size:     6-20

Time:             10-12 minutes

Equipment:     Green and pink 5" x 7" cards, markers

Process:           As opener: Ask each participant to write their greatest hope for this class on a green card, and their greatest fear about the class on a pink card. Allow four minutes, and then ask everyone to bring the cards to the front so they can be posted on one of two flip charts. One labeled "Hopes" and the other labeled "Fears."

As a closing exercise, ask participants to again write their hopes and fears, but this time the hopes and fears are directed towards what they expect to happen after they leave the class and return to work.

Note: Used as an opening exercise, the instructor will gain a lot of good information about where the class is coming from and can try to address the fears brought into the class.

# Paper Plates

Objectives:     Break the ice  
                     Relieve tension about the topic  
                     Provide reinforcement of concepts

Class Length:   Half day or longer

Group Size:     Any number will work

Time:             10 minutes as opener; 10 minutes as closer

Equipment:     Paper plates and markers

Process:           Ask each participant to write one expectation for the class on a paper plate. Allow 3 minutes. Bring all the plates to front and tape them all to the wall for duration of class.

At the end of the class, have each individual retrieve their paper plate and tell how that expectation was either met during class, or not met and why.

# Pecha Kucha

Objectives:     Provide focus on the topic  
                     Allow opportunity to network  
                     Have fun and learn new concept

Class Length:   Any

Use:                Opening or closing exercise

Group Size:      20 or more best

Time:              12 – 15 minutes or less

Equipment:      Flip charts and markers

Process: The concept of Pecha Kucha (pronounced Pea-Chaca-Shaw) is to make a presentation where each section lasts no more than 20 seconds. It's usually 20 sections of 20 seconds each.

As an opening exercise break the class into pairs, and ask each pair to identify only one expectation they have coming into the class. Draw a picture on a flip chart page and then be ready to describe it in only 20 seconds. For a closing exercise, ask the pairs to indentify only one lesson-learned, draw a picture and describe in only 20 seconds.

Arrange the flip chart pictures around the walls, and then use a stopwatch to time each pair as they describe their picture. Be sure to stop each group after 20 seconds, and then start the next group. It should be somewhat chaotic at first, but the group will get into the flow quickly.