

## Give & Take

**Title:** Give & Take

**Skill focus** (gender based difference): Listening, Feedback, Communication

### Description:

On each table, the group consists of four team members. In this session there will be 2 activities.

In the first activity, each two pair up to plan their 2-week vacation. The team is given a set of variables, which play into the planning of their vacation, and each person in the pair considers their preferences for a total of 3 minutes. After that, each pair combines their choices and discusses their plan within a timeframe, trying to sort out their differences. This activity has two rounds, in each round the participants are told to use specific vocabulary to see the difference of positive and negative words.

In the second activity, one of the four team members provides a work-related problem, or task, with which they've faced difficulties. The rest of the team members provide solutions to the problem, and suggestions to improve the situation. They are then asked questions based on their role in the problem-solving session.

### Supporting Material:

1. Pen
2. Paper
3. Red and green stickers (the ones used for labels will do): these are used in the seating arrangement
4. 30 Printed vacation variables list (one for each pair)
5. Instruction slides, along with takeaway messages on gender differences in receiving and giving feedback
6. Timer
7. Sign for client
8. Props for consultants
9. Voting buttons
  - This is used as a medium of aggregation for discussion purposes, and can be eliminated in a small group.

### Group set up:

60 Attendees: 15 tables: 4 per table

Table No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Men	0	3	2	4	1	0	3	2	4	1	0	3	2	4	1
Women	4	1	2	0	3	4	1	2	0	3	4	1	2	0	3

## **Instructions:**

1. Before people arrive distribute one paper per seat on each table. Each table will have four pieces of paper, each one with a different number. Each paper is numbered 1, 2, 3, or 4. These can be set in a pile in the middle, they will be used in the second activity.
2. Once people start arriving instruct the women to sit at seats marked with a green sticker, and men to sit at seats marked with a red sticker.
3. If there are tables that are missing members, ask people to complete the tables in order for each team to have 4 participants. Once everyone is seated, the presenter can start.
4. The presenter will start by explaining the first activity.

## **Activity One – But Nothing:**

1. In the team, each two members will pair up to plan a 2-week trip together. You announce the country; it is the same for all teams.
2. Give each pair of members the variables they must consider when planning their trip. The list of variables is found in the section reference material.
3. Allow each member 3 minutes to plan their shared trip, without communicating the details to their partner.
4. In the first round, the pair must solidify their plan together in a 3-minute discussion taking turns giving their suggestions, using the words “no... but”
5. In the second round, the pair must solidify their plan together in a 3-minute discussion, using the words “yes...and”
6. The audience will answer the questions using the keypads to gauge the experience.
7. The pair whose answers are most synced, as well as the pair whose answers are most varied, will be asked to share their experience.

**Activity Two – Consultant:**

1. Each of the four team members is given 2 minutes to write on the numbered piece of paper a problem they are facing or have faced at work, or a task at which they've reached a brick wall.
2. In the first round, a number is chosen by the facilitator, as the paper to be discussed at each table. The person who wrote that problem wears the "client" card, and reads the problem to their team members. The client card can be found in the reference materials section.
3. The rest of the team members put on the consultant props. Consultant props can be ties, bow ties, glasses, and more.
4. The consultants have 1 minute to understand the problem and ask questions. The client could provide more details when asked to do so by the consultants.
5. The team is given 3 minutes to discuss. Each consultant will provide their input/suggested solution to the problem.
6. In round two, the facilitator chooses a different number, and the teams repeat the exercise. Client and consultant roles will be changed accordingly.
7. The audience will answer the questions using the keypads to gauge the experience.

## Reference Materials:

### Vacation Variables List

- Number of Cities planned to visit
- How early on they'd start planning
- Season to travel
- Airline to use
- Activities to do when you are there
- Accommodations (type, location)
- Luggage (what will you pack)
- Cash or Credit Card (what is better to use)

### Consultant Props

- Ties
- Glasses

### Client Card

**CLIENT**

## Time breakdown:

Action	Time (minutes)
Intro safety and demographic polling	3
Workshop Intro	3
Activity One: But Nothing	15
Activity Two: Consultant	15
Closing: Takeaway Messages	10
Total	46

## Scoring Criteria:

No scoring for these activities. One thing to be mindful of is to focus on using the language as directed, throughout the session, to get the best out of the activities.

## Volunteer roles:

Volunteers are optional in this challenge. We recommend one volunteer for every 3 tables (total of 5) to monitor the time. Although there will be a timer on the screen the time is short for the activities and it's important to switch to the next action to get the most of the limited time.

The discussion is facilitated in unison for the whole audience, using the keypads for aggregation. It can also be facilitated per group, and in that case a volunteer is needed at each table to guide the discussion. The discussion questions are found in the slides pack.