



# NORTHGATE TRAINING

EXERCISES, GAMES & SIMULATIONS  
FOR MANAGEMENT DEVELOPMENT

## DEADLINE 30 Minutes!

**A short, sharp test of a group's teamwork and time management skills. Each team has just 30 minutes to tackle a very simple task. But without the following key skills they cannot succeed.**

### Key Skills

- Accuracy and attention to detail
- Getting organised as a team
- Taking on team roles
- Appointing a coordinator
- Understanding the task
- Sharing the information
- Checking and reviewing progress
- Finishing on time

*“Great fun – but we went headlong into all the pitfalls. I can't believe how awful we were – but we learnt a lot!”*  
Z. Lane, Team member.

*“Excellent exercise for alerting people to the need for attention to detail”.*  
P. Harlington, ANSA Business Development.

**Duration** 30 minutes (not including Debrief)

**Price** £250 plus delivery (& VAT, UK only)

**Participants** 1, 2, 3 or 4 teams. With more packs it is suitable for any number.

### What to Do

- 1 Divide participants into teams. You can have as many people in a team as you like though four is the ideal.
- 2 Issue a set of Team Briefs to each team. If there are three in a team they still get the full set of Briefs – as they are all different.
- 3 Issue each team with the resources provided (counters, labels, bags).
- 4 Write the current time on a flipchart or whiteboard and tell the teams to turn their Briefs over.
- 5 They now have exactly 30 minutes from the time written up on the board (optional countdown program provided in the pack).
- 6 Observe teams at work. All teams must stop work after 30 minutes.

## **DEADLINE 30 Minutes!**

### **The Task**

Each team represents a management team that has to pay wages to some casual workers – 12 in all. A **key feature** of the activity is that each team receives *different* Team Briefs. Team members are instructed to share the information on the Brief with the rest of the team but not to show their Brief to anyone.

Each Brief explains the task in a slightly different way, each contains *slightly* different information and each offers a hint about different teamwork skills required. On one Brief it might state that Tim Cassidy is owed £32 and £12 and £54 (a total of £98). On another Brief there might be further payments due to Tim. But there are one or two in-built pitfalls for the unwary - there are payments, for example, due to *Tammy Marters* but also on another Brief some payments are due to *Tommy Masters*.

Teams need to work out the total amounts due to each worker, then deduct one third for tax and put the payments in labelled pay packets. The money is represented by plastic tokens of various denominations. A large red token represents £100 and a yellow token £10.

Teams should end up with 12 pay packets on the table *within the 30 minute deadline*. Will they succeed – will they get it right? If not, how long does it take?

### **AN INSTANT CHECK FOR THE TRAINER!**

When a team finishes – if the task has been completed *correctly* there should be just two, unused counters; a **red** one and a **black** one (total value of £102). Any other outcome and the team has made a mistake somewhere. Some teams have been known to end with the correct two counters left over - but thinking they have made an error, quickly hidden them in one of the pay packets!!

## **DEADLINE 30 Minutes!**

### **The Range of Key Skills Tested**

- Can the team quickly clarify the task so *all* members fully understand the objective?
- Can teams share the information efficiently?
- Do they break the task down into mini-tasks?
- Will they take on the team roles hinted at on each brief: coordinator or leader, time manager, finisher, clarifier?
- Will they have time management skills to meet the deadline?
- Do they adopt organisational and planning procedures and build in numeracy checks?
- Do they demonstrate interpersonal, communication and team working skills?
- Can they set up an efficient *process* to do the task?

### **An Ideal Process**

1. Sort out the amounts payable to each worker by collating the information from all the Briefs.
2. Calculate two thirds of each total figure.
3. Allocate the appropriate tokens payable to each worker.
4. Bag up each pile of tokens into a pay packet.
5. Ensure each pay packet is correctly labelled.

**To ORDER a copy of “DEADLINE 30 Minutes!” please contact:**  
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