

Where Do I Sit?

Overview

When facilitating a training seminar or workshop over a number of days, it's always good to have alternative ways to move participants around so that they have an opportunity to work with and get to know other participants. It's also a great way to get participants to change their "outlook" at the beginning of each day.

Suggested Time

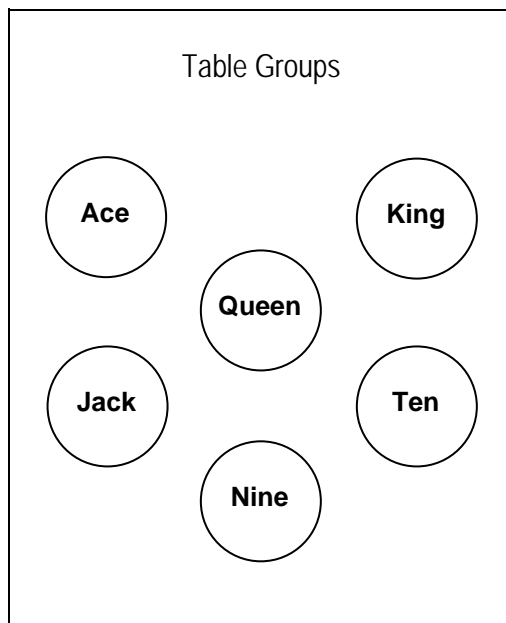
5 minutes

Materials Needed

- Flip Chart
- Deck of Cards, Colored Paper, Colored Markers, Numbered Cards, a Variety of Stickers, and/or Different Denominations of Play Money
- Variation: Nametags or Tent Cards

Procedures (with Options)

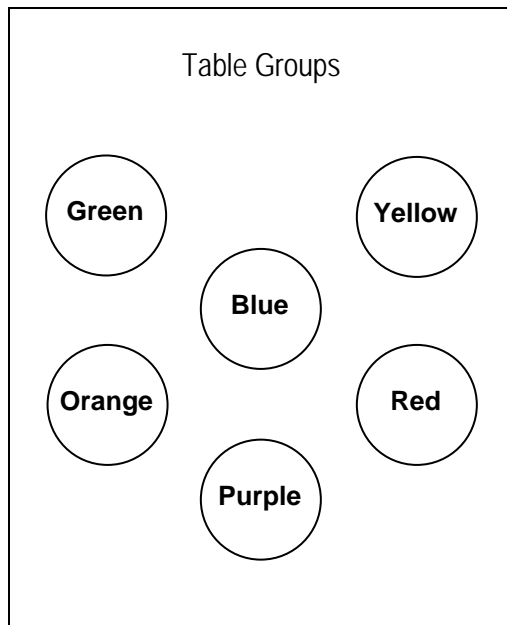
Option 1: Using a deck of cards, take out the Aces, Kings, Queens, Jacks, 10s, and 9s, if you have 6 tables of 4 participants. Shuffle the cards and distribute 4 cards, face down, to each table. Have each participant pick one of the four cards lying on the table. Then tell or show participants which table is the Ace, King, Queen, Jack, 10, and 9 table. Have participants move to the table designated for that card.



Show the flip chart indicating which table is which card. Have participants go to their "card" table.

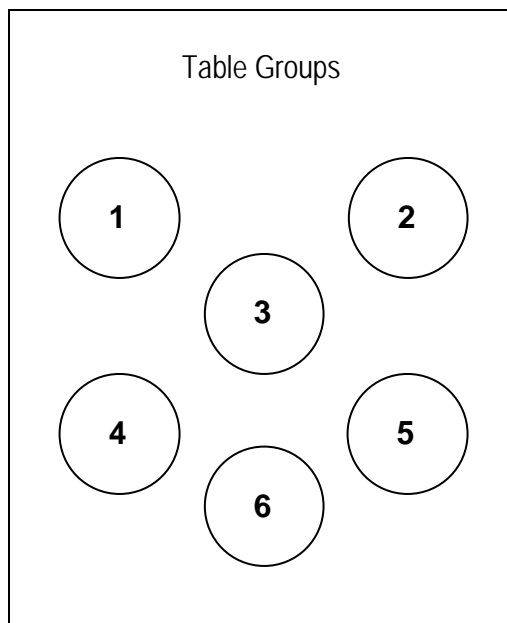
Option 2: Place 4 different colored cards on each table (blue, green, red, yellow, orange, or purple if you have 6 tables). Shuffle the cards and distribute one to each participant. Then tell participants which table is the blue, green, red, yellow, orange, and purple table.

Option 3: Another color alternative is to use different colored markers. Place them in an opaque container. Have participants pick a marker and go to their assigned table color.

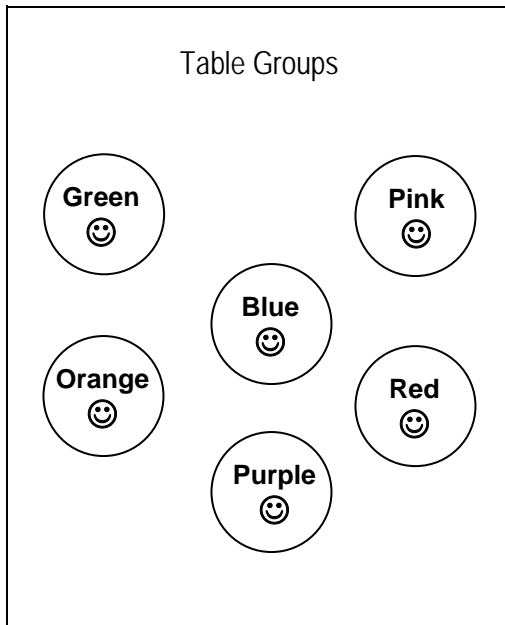


Option 4: Place 4 different numbered cards on each table (1 through 6, if you have 6 tables). Shuffle the cards and distribute one to each participant. Then tell participants which is table 1, 2, 3, 4, 5, and 6.

Option 5: Another number alternative is to have all participants count off 1 through (*number of tables*) and then have the participants move to the appropriate table.

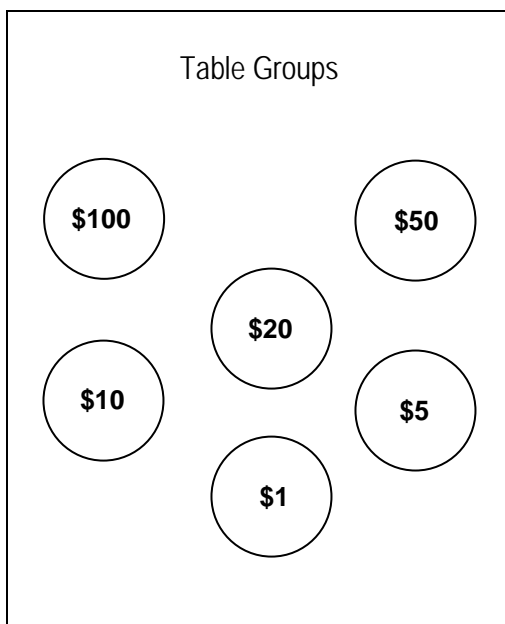


Option 6: Place 4 different colored smiley face stickers on each table. If there are 6 tables, use 6 different colored smiley face stickers. Have each participant grab a sticker and move to the appropriate table.



Option 7: Another sticker alternative is to use a variety of stickers such as dinosaurs, farm animals, Disney characters, etc. Consider having the stickers follow the theme of the seminar or workshop. If there are 6 tables, use 6 different types of stickers. Place 4 different stickers on each table and have each participant pick one sticker. Then have participants move to the table designated by the sticker.

Option 8: Place 4 different denominations of play money on each table (\$100, \$50, \$20, \$10, \$5, and \$1, if you have 6 tables). Shuffle the bills and distribute one to each participant. Then tell participants which table is the \$100, \$50, \$20, \$10, \$5, and \$1 table.



Caution: Be wary of having participants switch seats during a seminar or workshop, especially if the room has not been cleaned up during breaks and/or lunch. Nothing is more frustrating for participants than to have to sit in another participant's "mess."

Variations (with nametags and tent cards):

There are also times when participants need to get into temporary groups quickly for activities and discussions throughout a one day training session.

To do this, consider varying participants' nametag or tent card. Print each participant's name in a different color (red, blue, black, green, yellow, and purple). Then have participants get into groups according to their color – all greens together, all reds together, etc. Or group participants so that there are no repeat colors – a group of one red, blue, black, green, yellow, and purple.

Add stickers to the nametags and tent cards. If you use farm animals, have all the cows in one group, pigs in another, etc. Or again, have one of each kind of animal per group.

Using a variety of stickers, you have infinite possibilities for groups. If you use colors, shapes (such as circles, squares, etc.), farm animals, Disney characters, etc., you can have them group according to those sticker categories and then intermingle.

Other tried and true groupings are by birth month, height, gender, department, etc.

Regardless, have fun with mixing and matching. At one conference, participants of one group so enjoyed the experience that they have been known as the “Sparkly Dinosaurs” at subsequent conferences.

Susan Otto, the president of Training-Modules.com, LLC, is committed to effectively partner with organizations and their employees to achieve strategic initiatives necessary for organizational success. Susan designs customized facilitator and participant guides for companies that want to do their own internal training. Contact her at 859.292.0095 or susan@training-modules.com. For information about Susan's training modules, visit her website at www.training-modules.com.

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