

## Overview

The Time Capsule exercise is an opportunity for your participants to talk about the purpose and culture of the group in a fun, creative manner.

## Objectives

- To discuss the purpose and culture of the company
- To select objects and ideas that represent your company culture that could go into a time capsule



<b>Depth Level:</b>	Light
<b>Facilitation Skills:</b>	Basic
<b>Estimated Time:</b>	1 hour
<b>Tools Needed:</b>	Flipchart, markers, pencils
<b>Handouts:</b>	Time Capsule Worksheet
<b>Pre-work:</b>	None
<b>Notes:</b>	None
<b>Author/Source:</b>	"All Together Now," adapted for Corporate use

## Facilitation Instructions

- 1) Explain that the participants have the opportunity to prepare a time capsule that will be placed in a safe deposit box with instructions that it is not to be opened for 100 years. Participants members need to collectively decide what will be placed in the time capsule, and the items must represent the present culture of the company.
- 2) First, identify the three items. Allow 5 minutes to talk through this. Write the three items on the flipchart.
- 3) Distribute a copy of the Time Capsule Worksheet to each participant. Ask each person, on their own, to write a personal statement about each of the three items that would provide a stranger with an accurate picture of the company's culture. Each statement must be 25 words or less. Allow 10 minutes to work on this.
- 4) As a group, discuss the individual statements and work together to produce a single statement for the entire group for each of the three items. Allow 20 minutes to work on this.
- 5) Write the final three statements on the flipchart.
- 6) Answer the following discussion questions:
  - a) How difficult was it for the team to select the three items?
  - b) Does the information in the time capsule accurately represent your personal view of the company's culture? In what way? Why or why not?
  - c) Were the individual descriptions easy or difficult to articulate?
  - d) How did the team approach the task of integrating the individual descriptions into a single, cohesive statement?
  - e) Overall, did conflicts arise in the course of completing the task? How were these resolved?

Write down the three items selected by your team at the top of the page. Then, write a short statement about each of the three items that would provide a stranger with an accurate picture of the company's culture. Each statement should be 25 words or less.

Three items: 1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

My description of the three items (25 words or less):

Item #1:
Item #2:
Item #3:

Collective description of the three items (25 words or less):

Item #1:
Item #2:
Item #3: