

FACILITATION TECHNIQUE	Check in check out
CORE PURPOSE / FOCUS	#group commitment #collaboration #intragroup openness
PHASE	#opening #closing #get-to-know #warm up
SKILL / CONTENT	#evaluation #introspection #communication
TIME FRAME IN MINUTES	#>15 #>30 #>60
GROUP SIZE IN PERSONS	#1-5 #6-15 #16-30
FACILITATION LEVEL	Beginner
COMFORT ZONE	Safe

Introduction

Either checking-in or checking-out is a simple way for a team to open or close a process, symbolically and in a collaborative way. Checking-in/out invites each member in a group to be present, seen and heard, and to express a reflection or a feeling. Checking-in emphasizes presence, focus and group commitment; checking-out emphasizes reflection and symbolic closure.

Necessary tools (what you need)

- Pick a videoconferencing tool

Steps

1. **Checking-in.** Invite each member of the group to share one thing they “check-in” with. This could be a feeling, a reflection from the previous day, an attitude they bring into this session, or something playful like “the animal that represents my mood today.” Choose a check-in question based on the group and the purpose of the program.
2. *Participants check-in one-by-one*, either in order around the circle or at randomly. Once every person has checked-in one time, check-in is over.
3. **Checking-out:** Invite each member of the group to share one thing they “check-out” with. This could be a feeling, a reflection experience, the most important thing they



take with them. Choose a check-out question based on the group and the purpose of the program.

4. **Participants check-out one-by-one** either in order around the circle or at random. Once every person has checked-out one time, check-out is over.
5. Ask each team member to prepare a list of three interesting "facts" about themselves, two of which must be completely made up. These could be anything from a place they have lived, a hobby they (do not) have, or a famous person they say they have met, etc.

Tips & Tricks

- Ask people to check-in and check-out in order of how they are positioned in the video conferencing screen. I.e. start with the top left participant and cycle around.
- Alternatively, have the facilitator call on people to deliver the check-in and check-out, though be sure to ensure everyone gets a turn.

Source

<http://toolbox.hyperisland.com>



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