

## Program Data Sheet

Name of Event: Team Building		x	Pilot Program
			Revised program
			Repeat Program
Date: July 22, 2004	Day of Week: Thursday	Time: 1400-1600	
Location: Fitness Center	Information Phone #:	Price: No cost	
Program Coordinator: Jeanette Coffman			
Phone #: 788-4771	Fax #:	e-mail Address:	
Purpose of the Event: Request from Mary Jane Well for activity to promote team building.			
<p><b>Mary Jane Wells</b>            Chief, HQ Activities Division            DCSRM Budget Directorate            (757) 788-3655 DSN: 680-3655</p>			
1 Hour Team Building initiatives: Name game, trust circle, all aboard, traffic jam			
1 hour: Team yoga and guided relaxation			
Indicator/Measure of Success: Course Evaluations			
After Action Report (AAR) Comments from Prior Event(s):			

### Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
Jeanette	Publicity				Flyer prepared
Jeanette	Equipment				Yoga mats, yoga cards
Jeanette	Supplies				Chalk
Jeanette	Audio/video				Music
	Decorations				
Mrs. Wells	Food & Beverages				Watermelon on the patio
	Procurement				
	Set-up / Clean-up				
	Other				

## After Action Report

### Financial Analysis

Sales:		Notes:
COGS:		
Other Revenues:		
Labor:		
Other Expenses:	No Cost	
NIBD:		

### Program Analysis

Attendance: 10	
Indicator/Measure of Success: Participant program evaluations. Program was rated 1-2 on rating scale 1 excellent –5 poor	
Elements to Change:	
Elements to Eliminate:	
Elements to Add:	
Other Comments: The format and program length was appropriate. Activities to promote communication, trust, problem solving, within the group.	