LEADERSHIP INSPIRATIONS

Appreciation Windows

Create personalized "windows" for each participant that show appreciation

TIME
10-20 minutes

MATERIALS
Paper, markers

TEAM STAGE
Adjourning

SUMMARY

Each participant creates a personalized "window" for another group member to show their appreciation for them.

SET UP

- Provide paper and markers for each participant.

INSTRUCTIONS

- Assign each participant the name of another group member to create an appreciation window for.
  - ***Facilitator Note***: An easy way to do this is to have everyone write their name on a slip of paper, collect the slips, and redistribute them to the participants (reminding them to put the slip back if they pick their own name). Or, make a pre-make a list with a name assigned to each participant or partner participants up to create windows for each other.
- Have group members decorate a piece of paper to create a "window" for the participant they were assigned. The window should contain the participant's name, something that they appreciate about that participant, and any decorations they would like to add.
- Give participants ten minutes to complete their windows and play appropriate music while the group creates.
- After everyone has created their window, have participants share with the group one at a time.

VARIATIONS

- You can use a digital design platform instead of paper and markers to make the windows.
- This activity can be used for group affirmations. Instead of designing a window for a particular participant, have everyone design a window with what they appreciate about their group as a whole. If you do this, hang the windows around the classroom or meeting space.
- This activity can also be used as an evaluation tool. To do this, lead several rounds. In the first round, have participants design a window for something they are proud of their group for. In the second round, have participants design a window for something they want the group to improve on. Finally, have participants design a window for a hope they have for the next semester together. After each round, have participants hold up their windows and move around the room, taking the time to read everyone else's responses.

Large Group: To facilitate this activity for a large group, share the windows using a "mocktail party" format instead of sharing in front of the whole group one-by-one. This involves everyone standing up, finding the participant they created a window for, and sharing with them individually.

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VARIATIONS *(continued)*

Online: To facilitate this activity virtually, have participants create their windows using whatever materials they have at their own disposal. Then, have everyone hold the window they created up to their camera to share it. It's fun to have everyone hold up their window at the same time before participants start to share so that they can see them all together at once. If using the large group variation, use breakout rooms so that the pairs can share their windows with one another. ***[click here for video]***

Asynchronous: To facilitate this activity asynchronously, have participants upload the windows they create to a shared folder or email them to a facilitator who will distribute them to the intended recipient.

DEBRIEF QUESTIONS

- What:
  - How did you feel when you were creating a window for a member of your group?
  - How did you feel when you saw your window?

- So What:
  - Why is making appreciation windows important?
  - How does this activity help you build individual relationships with the members of your team?

- Now What:
  - How can you continue to show your appreciation for the members of your group?
  - What can your group do to create more opportunities for activities like Appreciation Windows?

Facilitator Note: These questions can be used to guide a debrief, however, pick the questions that best match the group's experience and add or change questions as needed.

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