A4

Check-in

Providing the simplest participatory way of opening a collaborative journey, this activity consists on circulating a check-in question within the group.

TIMEFRAME	GROUP SIZE	FACILITATION LVL.	COMFORT ZONE
08 – 12 minutes	Up to 25 people	●○○	●○○

Use it to...

• Open a process, symbolically and in a collaborative way (checking-in emphasizes presence, focus, and group commitment)

MATERIALS AND OTHER REQUIREMENTS

• "Talking stick" (optional)

LEARN MORE

• Hyper island check-in / check-out
• Hyper island check-in questions

Walkthrough

1. **Gather everyone.**
Gather the group in circle or "U" shape

2. **Prompt.**
Ask a check-in question

3. **Share.**
One-by-one participants check-in, either in order around the circle or at random. The facilitator may be the 1st or the last to share. Once every person has checked-in one time, check-in is over.

Notes and tips

At the start...

This type of activity does not require any special introduction." You can only start with "in order to help us to step into the session, I propose that we start one at a time, sharing in a few words around <question>" As the shaping of questions in a thoughtful, purposeful and intentional manner increases the likelihood of them being powerful, we purpose you to read this article before defining your question

At the end...

Once every person has checked-in one time, check-in is over. Optionally, the facilitator can introduce or end the activity as follows: "Check-in and check-out processes are fundamental to the work we engage in, and set the context for what we actually do. It's 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."

Further notes

Check-in and check-out processes are fundamental to the work we engage in, and set the context for what we actually do. Checking-in/out invites each member in a group to be present, seen, and heard.