



## Program Assessment

Every group is unique. It is our desire to work with you to provide a custom program to suit your needs. Please fill in all information as completely as possible and return (preferably via email to [ropes@uvm.edu](mailto:ropes@uvm.edu)) to help us serve you to the best of our ability. This document is the beginning of the conversation and will be given to your Lead Facilitator for follow up and planning purposes.

<b>Organization &amp; Group Name</b>		<b>Program Date and Time</b>	
<b>Group Contact Person and Title</b>			
<b>Email</b>			
<b>Phone Number for Pre-program communication</b>		<b>Name/Phone Number for Last Minute Communication</b>	
<b># of Participants Expected</b>	<b># of Groups</b> (max of 12 participants per group)	<b>Will groups be pre-divided?</b> <b>YES      NO</b>	
<b>Organization Bio (give us some background on your organization):</b>			
<b>Will the contact person be present?</b> <b>YES      NO</b>		<b>When would your group like a break/lunch?</b>	
<b>Where does our program fall in the course of day (i.e. part of a retreat, at the end of a work day, part of an office celebration, etc)?</b>			

### **Background:**

Do the participants know each other's names?

Who are the participants and what is their relationship to one another?

How often do they meet as a whole group? How long have they been working together?

Give us a snap-shot of your work environment.

What do you like about it (your work environment)? What do you want to change?

What has been or will be the nature of their typical group interactions?

What possible group dynamics should our facilitators be aware of? Are there any subgroups within this group?

What group norms, language, or symbols exist? How can we incorporate these things into our programming? Or does your group have a social contract already in place? If so, please share this common language so we can be consistent and build off of your pre-existing guidelines.

Are there any members of this group that have special needs that we can be aware of in order to create a more inclusive environment?

Are you aware of any participant health issues (including allergies) or other physical limitations?

All participants are encouraged to choose how they will participate in each activity. They are not forced to do anything at the course. With that in mind, do these participants have a choice in whether or not they come to the ARC with the rest of the group that day?

**Prior Experience:**

Have they done experiential/team-building activities or another ropes course as a group? If so, please describe the experience. AND/OR If you have been to the course in the past, what elements of the program would you like us to keep? What would you like to change?

**Goals:**

Why do you want to bring a group to the challenge course?

What does teambuilding mean to you?

What are your goals and expectations for this experience? Include both short and long term as well as individual and group goals.

How should we customize a program for your group? What specific program components or activities would you like to be included in your program?

We would consider this day a success if...

How will you know if your goals are achieved?

**Group Preparation and Follow-up:**

Will the program goals/desired outcomes be discussed with the group prior to the program (we recommend this)?

What lead-up activities will you be doing?

What follow-up activities will you be doing?

**Rain Plan:**

Because our course is nicely sheltered in the trees, programs will continue to run in light rain. Occasionally, adverse weather (high winds, thunderstorms, etc) would cause us to have to cancel a program. We can often come up with an indoor rain plan focused on ice breakers and team initiatives, but we do not have indoor climbing activities.

Please let us know your preference in regards to adverse weather:

- Cancel Program all together (this would happen in conversation with the UVM ARC Coordinator)
- Move ahead with an all indoor program. This is not always possible (due to space constraints) and there is no climbing option.
- Want to reschedule (based on course availability)
- Other (Explain your Ideal situation)

**Participant Readiness:**

- Please make sure all participants complete the medical/liability form
- Programs will run rain or shine (please distribute “what to expect” document to participants)