FACILITATOR SHEET / 10 MINUTES

The five-minute handoff



A partner exercise for managers, coaches and advisers. Use fictional names and give each pair one of the two situations below.

0–2 min

Pick a setting

At work · Twice this week a friend arrived at 9:05 for a 9:00 handoff. The outgoing teammate stayed late both times.
At practice · A friend missed setup twice. Two teammates carried the bases out while the rest of the team started warmups.

2–5 min

Say the first sentence

One person plays the friend. The other asks for a private minute, names what happened and asks a question. Pause to hear the answer. Have the friend say, “It was only a few minutes.” Respond in your own words.

5–8 min

Switch roles and try again

This time the friend says, “My ride changed.” What would you ask next? A supervisor can arrange coverage. A captain can offer help and ask the coach about setup. Make one agreement within the leader’s authority.

8–10 min

Debrief together

Which words made it easier to explain what happened? Ask your partner. Write down your agreement and when you will check back.

Our agreement

When we will check back