METHOD	FOUR QUADRANTS

Area of CoP Activity:	Building relationships
CoP Lifecycle Phase:	Inquire Grow
CoP Success Factor:	Community Interaction Mutual Culture, Values, Belonging
EIGE Step:	Step 1: Getting started
Group Size:	Up to 30
Difficulty Level:	👑 👑 👑
Time Needed:	🕐 🕐 🕐
Facilitator Preparation:	📖 📖 📖
Participant Preparation:	✏️ ✏️ ✏️
Description:	This method is a great way to introduce group members and to break the ice in a group. It is a popular team-building method. It is about answering four questions that can be personal or professional. It is recommended that you use a mix of personal and professional questions to keep the activity fun, but focused at the same time. The template includes four examples; however, feel free to introduce your own labels that are more suitable to your community's needs.
More Information:	www.sessionlab.com/methods/break-the-ice-with-the-four-quadrants-activity

ADAPTABLE ONLINE

FOUR QUADRANTS[1]

Short description

This method is a great way to introduce group members and to break the ice in a group. It is a popular team-building method. It is about answering four questions that can be either personal or professional and allows group members to get an idea of each other. It is recommended that you use a mix of both personal and professional questions to keep the activity fun but focused at the same time. The template includes the following: *My Hobby, My Vision for the project; What I Bring to the Project; What I Need from the Group*. However, feel free to introduce **your own labels** that are more suitable to your community's needs.

When to use

This method can be used in the beginning of a project, task or other forms of collaboration. By breaking the ice through this method and making group members familiar with each other, the foundation is laid for a good and successful cooperation.

How to

A: Brief explanation

This method is based on everybody answering the same four questions. Each participant divides his or her paper into four quadrants and writes the answer to one question in each of those quadrants. After a certain amount of time of individual work, the participants regroup and present their 4 quadrants and their answers.

B: Detailed step-by-step guide

Firstly, the facilitator needs to present the possible questions for this activity. Other questions could be as follows. You can let your participants prepare some ideas in advance of the event:

> - *My happiest moment*
> - *My biggest challenge in this project*
> - *My wildest dream about this project*
> - *My most valuable skill for this project*
> - *My most remarkable, defining moment in my life*
> - *My weakness/strength in this project*

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[1] Adapted from SessionLab, https://www.sessionlab.com/methods/break-the-ice-with-the-four-quadrants-activity (public user content).

- There is no limit on how many people can form part of this activity. Subdividing the whole group can be helpful if you are working with a large group.
- Everyone is included and has equal opportunities to contribute.
- In the beginning everyone works alone and answers four questions. For this, each participant gets a piece of paper or chart and divides it in four quadrants. Then the participants write down the answer to the four questions in one quadrant each.
- After a couple of minutes each person shares his or her answers with the whole group. If you have more time you can invite questions from the other participants about each quadrant.

Additional ideas / information

- Participants can be very creative in the way they illustrate their answers. They don't have to write it down but can also draw something, use pipe cleaners to create shapes, Lego blocks, etc.
- It should be communicated how much time people will have for providing their answers. Maybe a timer would help as well as regularly updating participants on how much time is left.
- The four quadrants activity is adaptable online. It is helpful to explain the method beforehand because otherwise the planation takes up a lot of time. There are different ways how to adapt it to virtual meetings: Either you can distribute the template via email in advance for the participants to print out. That way, the participants present their creations to the web camera – verbally, supported with drawings, or other creations, etc. Or you can use a web-based application that features a virtual whiteboard or working document which allows creating a drawing/writing in real time to share with the other participants. Another way is to ask participants to share their screens to show their answers. Web-based applications that can be used for this activity are Mural, Miro, Vispa, GoToMeeting, BigBlueButton, Braincert and Samepage as they include a virtual whiteboard or working documents.

ADAPTABLE ONLINE

Template   **FOUR QUADRANTS**

MY HOBBY

MY VISION FOR THE PROJECT

WHAT I BRING TO THE PROJECT

WHAT I NEED FROM THE GROUP

REFERENCES

Break the Ice with The Four Quadrants Activity. 2019. Available from: https://www.sessionlab.com/methods/break-the-ice-with-the-four-quadrants-activity.