

A small session. A clear next step.

A practical host kit for adult groups: warm up, rehearse a fictional task, and choose one reversible experiment.

What this file contains

Free sample: four cards, a mini handover exercise and a fill-in handover sheet.

Prepare

Designed for 4-8 adults in pairs or small groups; this capacity and the timings are planning suggestions, not results of a live trial. You need paper, pens, a separate timer, and a printer if using paper. Remote groups can read the PDF and keep private notes. No app or account is required.

Print

Choose A4 or US Letter; both contain identical material. Print single-sided at Actual size / 100%. Check the 50 mm line below. Card sheets have four large cards per page; cut on the dashed borders. Black and white is fine.

Question texts and follow-ups are available free on WordGeneratorKit. The added value is the selected running order, scripts and reusable work sheets. This kit does not assess employees or promise team performance or learning outcomes.

50 mm calibration line

No physical print or real group trial has been completed. Preview the content for your own group and allow a pass at any point.

Try one handover

A complete 15-minute practice

0-2 min: explain the pass rule and fictional library event. 2-5 min: choose W-01 or W-02 for a short warm-up. 5-11 min: use T-01 for sender-to-receiver handover and T-03 to invite a quiet response. 11-15 min: revise the note below and close. Timing is a suggestion.

Invented task

Prepare a welcome table for a library open day. The person receiving the task has not seen the planning conversation. Say what is complete, what remains uncertain and what the next person should do.

Next action and what is not yet known

Receiver: what did you understand; what would you check?

One purchaser may print and reuse these files for their own hosted sessions, including paid facilitation. Do not resell files or printed copies, publicly upload the full kit, or share it across an organisation. Each facilitator needs a separate licence. Share the unchanged free sample at no charge.

Sample cards

Read the question, allow a pass, then choose one follow-up. These are practice prompts, not a test.

W-01

What would you name a fictional pet rock's newsletter?

Choose a small event the rock considers front-page news.

Describe the recurring feature a reader would expect.

W-02

Which everyday skill would you like a friendly demonstration of?

Describe the first step you would want to see.

Explain what would make the demonstration easy to follow.

T-01

How could a team make a handover easier for the next person?

Choose three pieces of context a task needs.

Describe how the receiver could check their understanding.

T-03

How could a team invite ideas from people who prefer thinking quietly?

Choose a way to contribute before the discussion.

Explain how the group will consider those ideas fairly.

A voluntary next step

The complete kit adds 20 cards, the full 30/60-minute agendas, three scripts and four reusable worksheets. The sample is a complete small exercise, not a payment requirement.

One small change we might try

What would tell us to keep, change or stop?

No decision is also valid. Do not collect personal details or make attendance, answers or purchasing mandatory.