

EA Survivor

Do More With Less

Facilitator Guide

Everything you need to deliver a great session

Session Length: 30-45 minutes

Team Size: 4-30 participants

Format: Virtual (Teams) or In-Person

1. Before the Session — Pre-Session Checklist

Use this checklist 24 hours before your session:

- ☐ Test the game link 24 hrs before to make sure it loads
- ☐ Confirm Teams meeting is set up with breakout rooms enabled
- ☐ Prepare shared screen for facilitation and demo
- ☐ Recruit a co-host if group is 15+ people
- ☐ Draft welcome email to send morning of session
- ☐ Print or have handy the debrief questions (Section 4)
- ☐ Have prizes ready (optional but recommended — even small ones)
- ☐ Test that screen share works with your video setup
- ☐ Have a backup plan if tech fails (play together as one group)

2. Setting Up Teams Breakout Rooms

Follow these steps to configure breakout rooms:

1. Open your Teams meeting
2. Click "Rooms" in the top toolbar
3. Select "Create rooms" — choose 3-5 people per room
4. Assign participants automatically or manually
5. Set "Automatically move people" to ON
6. Set time limit: 20 minutes per round (allows buffer)
7. Test opening and closing rooms before the session starts

3. Minute-by-Minute Facilitator Script

This is your run-of-show. Use it as a guide, but adapt to your energy and group:

Time	Segment	What to Say	What to Do
0:00-3:00	Welcome & Setup	"Welcome EAs! Today we're going to play a 30-minute simulation that teaches us the #1 lesson of working with AI: VALUE beats	Share screen, show game link in chat, explain rules

		VOLUME. Here's how it works..."	
3:00-5:00	Team Formation	"Please join your breakout room. Each team has one goal: score the highest by picking the RIGHT work, not the MOST work."	Launch breakout rooms
5:00-25:00	Gameplay	(Teams play independently)	Pop into breakout rooms briefly to check in; monitor time
25:00-30:00	Winner Reveal	"Let's see who topped the leaderboard! Winner, tell us your strategy..."	Close breakout rooms; ask winner to screen share
30:00-40:00	Debrief Discussion	"Let's talk about what this teaches us for Monday morning..."	Facilitate discussion using debrief questions from Section 4
40:00-45:00	Homework & Wrap	"Your homework: pick ONE thing to try this week. Share it in our channel."	Assign homework; send follow-up email within 24 hours

4. Debrief Questions

Choose 3-5 questions to guide discussion after the game. Give people 30 seconds to think before answering.

8. Where in your real Monday are you spending "10-minute work" that should be "1-minute work"?
9. Which AI tool did you match with in the game? Will you use it this week?
10. What surprised you about the scoring — did the "winners" match your expectations?
11. Which trap card would have gotten YOU in real life?
12. What's one Copilot Agent you could build this month that pays you back forever?
13. If we ran this again next quarter, what would you do differently?

5. Troubleshooting & FAQ

Q: What if someone can't access the link?

A: Have a backup shared screen where you play together as one team. Assign a note-taker to capture decisions.

Q: What if a team finishes early?

A: Have them replay in Survivor mode (harder), or start drafting their real-world Agent idea for the bonus.

Q: What if a team is falling behind?

A: Pop in and coach — remind them value beats volume; they don't need to complete everything.

Q: What if attendees don't want to participate?

A: That's fine. Encourage them to observe, take notes, and share reflections during debrief.

Q: What if tech fails mid-game?

A: Screen-share your version and play collectively as one team, calling out decisions together.

Q: Can we run this async?

A: Yes! Share the link, ask people to play on their own time, and gather results in a Form. Debrief in the next team meeting.

6. Post-Session Follow-Up

The learning sticks when you follow up. Complete these within a week:

14. Send thank-you email within 24 hours
15. Share the AI Recipe Book (they can also download from the game itself)
16. Ask each person for their ONE agent idea in a reply
17. Schedule a 30-day check-in to see what they built or tried

7. Facilitator Tips

The difference between an okay session and a great one is you. Some notes from the field:

- Own the energy — your enthusiasm sets the tone for the whole room
- Don't over-explain — let them figure things out and make discoveries
- Celebrate mistakes — they're where the real lessons live
- Watch the clock — protect debrief time; it's where behavior change happens
- Have fun with it — this is meant to be enjoyable, not corporate training
- Follow up individually with quieter participants who didn't share