

TEAM-BUILDING MEETING GUIDE

The team leader facilitates this meeting

OBJECTIVES

- Review the elements of the program
- Create a sense of team
- Create a commitment to personal action and mutual support

AGENDA

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| 1. Inspirational start | 5 min. |
| 2. Reasons for joining and common purpose | 25 min. |
| 3. Introduce the program elements | 10 min. |
| 4. Schedule meetings and support calls | 15 min. |
| 5. Create mutual accountability | 15 min. |
| 6. Review what needs to be done by next meeting | 15 min. |
| 7. Close with celebration | 5 min. |
| | Approximately 1 1/2hrs. |

TIMING

- Give the team shared responsibility for time keeping.
- Tell the group at the start of the meeting what time you propose to end.
- Check that everyone will stay until the end.
- Make sure you end on time.
- If any point takes longer than you planned, ask the team to decide whether to extend the meeting or wrap up the point.

MEETING GUIDE


1. INSPIRATIONAL START (5 MIN.)

- Start with a brief poem, personal anecdote or something that connects the group to the meaning and larger purpose of what you are doing.

2. REASONS FOR JOINING AND COMMON PURPOSE (25 MIN.)

- Go around room and have each person introduce themselves, if they have not already done this, and ask each person to state their purpose for joining the team.
- As team leader, write down the key points of each person's purpose.
- Use the common goals as a basis to create a joint purpose statement by merging the key phrases and words of the statements.



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- Make sure the team is satisfied that it captures everyone's purpose in some way.
 - Invite the team members to give themselves a team name if they so choose.

3. INTRODUCE PROGRAM ELEMENTS (10 MIN.)

- Read aloud each of the eight points from "How the Program Works" on pages 2-3.

4. SCHEDULE MEETINGS AND SUPPORT CALLS (15 MIN.)

- Ask the team to agree on dates, times and places for each meeting. Suggest they meet every other week at the same time. It makes it easier not only to schedule but also to remember.
- When the schedule is clear, have the team members write down the date, time and location on their calendars.

5. CREATE MUTUAL ACCOUNTABILITY (15 MIN.)

- The key to an effective team is a mutual agreement among team members to be accountable to one another.
- Explain what a successful team looks like:
 - ▶ *Preparations.* Team members come on time and have prepared carefully.
 - ▶ *Participation.* At the meeting, team members tell what they plan to do, ask for support if needed, and at the next meeting report what they did and what they learned.
 - ▶ *Support.* A team member with problems can count on the support of the team – and is willing to accept feedback and suggestions.
- Explain the need for commitment in the program:
 - ▶ It takes time.
 - ▶ It asks you to be accountable – to come to meetings, to set goals, to follow through on them.
 - ▶ It asks you to help your teammates do the same.
- A key is for team members to support one another to accomplish the goals they set for themselves. Specifically, this means giving each other permission to be coached if things break down. Without agreement to coach one another, team members often hold back giving feedback and the support a teammate needs to achieve his or her goal.
- Point out that we all have our own style for receiving feedback. For example some people need to be reminded of something until they have done it, others prefer to be reminded only once. Communicate how you like to receive feedback.

- Write the following four points where everyone can see them, for example on a flipchart.

To succeed with this program, households need to:

1. Plan which actions they are going to take in each section and tell them to the rest of the team.
 2. Take the actions in each action area to implement their plan.
 3. Respect the rest of the team by attending all the meetings and being on time.
 4. Coach one another if there is a breakdown in any of the above.
- Ask each person whether he or she agrees to the four points and is willing to commit to them; and what kind of coaching would be most helpful.
 - If some people are hesitant, respectfully draw out their concerns and help them work through them.
 - When everyone has made his or her commitment you have laid the foundation for success.

6. REVIEW WHAT NEEDS TO BE DONE BY NEXT MEETING (15 MIN.)

- As a first action assemble your “Go Bag.” Go to page 32 in the workbook and follow the instructions.
- Read the first section in the workbook
- Chose the actions that are appropriate for your household
- Make a plan for carrying out the choosen actions in your Action Plan and bring to the next meeting.
- Come with questions, concerns and/or ideas for the support you might need.

7. CLOSE WITH CELEBRATION (2–5 MIN.)

- The purpose of this point is to bring the meeting to a clear, positive and focused end. It may be as simple as (re-)stating your own reason for working with this program and thanking them for being part of it.

