

TOPIC MEETING GUIDE

OVERVIEW

This guide will help you:

- Lead the meeting.
- Check in with your teammates after the meeting to offer support.

HOW TO PREPARE FOR THE MEETINGS

Check the box when you've done each step below:

- Read this topic leader guide and plan how you will lead steps 1, 4 and 8 of the meeting.
- Do any preparedness actions you wish to demonstrate before the team meeting. The more you know about the actions from your own personal experience, the more support and leadership you can offer your team.

Bring to the meeting:

- Examples of materials you are using to take your preparedness actions.
- Your *All Together Now* workbook and resource materials.

MEETING AGENDA

	Approximate time to allot
1. Inspirational start	5 min.
2. Share experiences with previous topic actions	30 min.
3. Explore how the team is doing	10 min.
4. Do demonstration and provide any local information	20 min.
5. Team members give their action plans and get support	30 min.
6. Designate times for support calls	5 min.
7. Review what team members need to do before next meeting	5 min.
8. Celebrate the team's accomplishments	5 min.
	Total time: 1 hr. 50 min.

MEETING GUIDE

1. INSPIRATIONAL START AND CHECK-IN (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. SHARE EXPERIENCES WITH PREVIOUS TOPIC'S PREPAREDNESS ACTIONS (30 MIN.)

- Review people's action plans, action by action, and ask each person to answer the three questions below.

1. What actions did I take?
2. What did I learn?
3. Where, if anywhere, did I encounter a problem and how did I address it?

- Acknowledge team members for what has been accomplished. The focus is on the positive—what people have done rather than on what they haven't—while at the same time encouraging people to stretch further than they might on their own.

NOTE: This does not apply for the Energy Disruption meeting.

3. EXPLORE HOW THE TEAM IS DOING (10 MIN.)

- At each meeting, the team is encouraged to review their process. The purpose is to look at how the team is functioning and tune up teamwork as needed.
- You can address the following points:
 1. Review team's purpose statement.
 2. Did all team members come to the meeting and arrive on time?
 3. Did everyone come with an action plan?

4. PROVIDE LOCAL INFORMATION ABOUT IMPORTANT PREPAREDNESS ACTIONS AND DO DEMONSTRATION (20 MIN.)

- Go over priority actions and disseminate local information.
- If time permits, do a demonstration of an action you think might be helpful to the team.
- Describe what you did and how you did it so the team can learn from your hands-on experience.
- Tell the team the rest of your action plan.

5. TEAM MEMBERS GIVE ACTION PLANS AND GET SUPPORT (30 MIN.)

- Summarize each action for your teammates and inquire about who plans to do each action. (Confirm that each person has planned the time needed to do their actions.)
- Ask teammates to request help in taking actions, if needed—for example, information, hands-on assistance or other support. Lead the group to offer support to each person if needed.



- Plan joint actions as desired.

6. DESIGNATE TIMES FOR SUPPORT CALLS (5 MIN.)

- A few days after the meeting, you as team leader will call team members to offer them support in completing their action plans. Left on our own, our motivation often wanes—these calls make a big difference in assisting team members to fully carry out their action plans.
- Schedule time for the support calls.

7. REVIEW WHAT TEAM MEMBERS NEED TO DO BEFORE NEXT MEETING (5 MIN.)

- Take the preparedness actions you planned for the current topic.
- If anything was not complete from the previous topic, complete it. Get support if needed.
- Create your Action Plan for the next topic.
 1. Read over the next topic's actions and discuss them with your household.
 2. Decide which to do, make a list of what will be needed to carry out the actions—whom to call, what to buy, etc.
 3. Come with questions or concerns and ideas for what support you may need.
 4. Bring Action Plan to the meeting to discuss with team.
 5. Schedule the day and time to do each action.

8. CELEBRATE THE TEAM'S ACCOMPLISHMENTS (5 MIN.)

- Acknowledge what has been accomplished.

