

Example Aims & Agenda

For A Group That Is Feeling Unsafe Together

Note: This is a sample agenda and aims for the day that we used with a group experiencing difficult changes that had just occurred. Several people would no longer be staying with the team and that needed to be acknowledged. The leaders pre-identified several areas they thought needed most work – see afternoon 2:45 - 4:00 p.m. agenda. Feel free to adapt to your needs!

Aims for today:

- Establish mutual understanding about the significant, multi-layered changes our unit has experienced (and continues to experience).
- Celebrate accomplishments.
- Begin to explore and identify strategies to shift how we work together.
- Create guiding principles that allow us to do our work well, even when faced with challenges and adversity.
- Begin to rebuild a more cohesive, trusting and mutually respectful team.
- Explore opportunities to harness the talents of every member of the team to build a stronger program.

Agenda

9:30-10:00 Introductions, Agenda, Objectives and Opening Activity

10:00-10:15 Guiding principles that we can use today and in the future

10:15-12:00 Historical scan

Key question we are addressing: What are key events over the last ten years in the history of our organization, our field, and in the state/nation that are accomplishments, trends or may have caused trauma, need healing and could affect our future success?

Reflection – what insights are we taking away from this exercise?

12:00-12:45 Lunch

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Lunch topic: (post question on tent cards) *What is one personal accomplishment that you are proud and willing to share with your lunch table group? Add other questions as options: dream vacation or travel trip? If you could dine with three persons from any time in history – who would they be?*

12:45-2:30 Small and large group reflection on key challenges and how to work with them

Key question: What are the top three most challenging things, if dealt with, would help us move forward?

Activity: paired confidential timed listening then invite individuals to share their own thoughts in the larger group. Flipchart what groups chooses as most important challenges.

Key Question: How shall we deal with these challenges?

Brainstorm in groups of 3. Submit ideas to whole group. Cluster similar ideas. Group names the similar clusters of ideas into strategies to deal with the challenges.

2:30 – 2:45 *Break*

2:45-4:00 New questions – of these questions chosen before the retreat, what are still the most important questions to cover in our remaining time together? What would you add or change?

- *What are specific measurable accomplishments for dealing with challenges and change over the next year?*
- *What are our lines of communication/roles in moving forward?*
- *What guidelines can we use to help us communicate effectively while maintaining confidentiality?*
- *How can we best use each of our talents to strengthen our program?*
- *Others you would add*

Activity: divide into subgroups by chosen topic and assign a participant facilitator to each subgroup. Report back to whole group. Set up task forces as needed to continue work.

4:00-4:30 Next steps, celebration of work accomplished and closing reflection.

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