

# 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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