

## Team building agenda

A few days or up to a week prior to a workshop, the team meets to:

1. check-in: how I am and any news to report since we last gathered.
2. gathering: name and why I'm looking forward to this workshop
3. sharing:
  - a. What are my strengths and how can I help others?
  - b. What are my challenges and how can others help me?
  - c. What are my hidden agendas, hidden feelings or hidden concerns?
  - d. What do I hope to work on for myself, in my own path to becoming more / living more non-violently?
4. joke time—opportunity to share a joke
5. create the team contract—cooperative guidelines (ground rules) for the team. E.g.:
  - a. Team members commit to being present for the entire workshop.
  - b. Team members commit to letting the team know in advance if circumstances prevent him/her from being present.
  - c. Team members commit to upholding the cooperative agreements within the team and the group.
  - d. Team members commit to participating in all team meetings and clinics during the workshop.
  - e. Team members commit to cooperatively crafting agendas for all sessions.
  - f. Team members commit to not interrupt or “correct” teammates while teammates are facilitating.
  - g. Team members commit to participating in all parts of the workshop that he/she is not facilitating unless he/she needs to prepare for an exercise.
6. agenda preparation—first two sessions and discussion of major exercises for rest of workshop
7. agenda assignments
8. affirmations—each team member says something positive about each of his/her teammates.

## Team de-brief agenda

Immediately following or within a week following the workshop, the team meets to:

1. check-in
2. sharing:
  - a) a two-question gathering or round table in which the round table facilitator simply asks the other facilitators on the team, "What are "Friendly Facilitator's" (adjective name) gifts as a facilitator?"
  - b) Each facilitator shares.
  - c) Then the round table facilitator concludes this first part of the gathering by asking "Friendly Facilitator" (the one being evaluated), "What do you see as your gifts as a facilitator?"
  - d) When s/he has finished, the round table facilitator begins the second half of the gathering by asking, "What's one thing you would like to see "Friendly Facilitator" work on to improve her/his facilitation skills?" This is to be constructive guidance—speaking truth with love, not criticism. Remember that one person's opinion or take on something does not represent everyone but that I must listen with an open mind and heart as best I am able
  - e) When each person on the team is complete, the round table facilitator then asks "Friendly Facilitator", "What are one or two things you would like to work on to improve your facilitation skills?"
  - f) In this model, whoever is facilitating this two-question gathering takes notes on a half-sheet of paper to document all comments (eliminating any repeats). Draw a line to divide the paper into two sections. Write "Friendly Facilitator's" (adjective name- whatever it is) on top and label one section "Gifts" and the other section "Work on." When the round table is complete, the round table facilitator simply hands the half sheet to the facilitator being evaluated and says, "Here are some notes on the feedback you have just received from your fellow facilitators." (Hands over notes). "Thank you for being part of this team; we all look forward to working with you in future workshops!"
  - g) Our practice is to evaluate each facilitator in this way- including the leads. We find it's an important practice to give and receive feedback in such a way that creates an atmosphere of appreciation, gratitude, and caring, constructive feedback. My sense that this approach to giving

affirmation and feedback is in the spirit of the "Carefronting" exercise in the Advanced manual.

3. joke time—opportunity to share a joke
4. affirmations