



Meeting Outcomes, Prework and Agenda

Team Purpose to Performance™

Overall Purpose:

To create a 2-3-year game plan for the leadership team to align on the work that matters most, to be the catalyst for change, and build a stronger, more unified team.

MODULE – 1: Mindset and Purpose

Module 1 Outcomes

- A. To understand the foundations of strategic thinking and planning and the role of our thoughts
- B. To understand and explore the interview data and agree on key opportunities to bring forward into our planning
- C. To agree on our purpose for working together. Agree to what will make us proud in both the short and the long term so that we have a greater understanding of what aligns us and our direction so that we develop a better understanding of how to create long term strategies for the next 12 months and beyond

Prework

To prepare for the virtual session please do the following:

- A. **Print out this agenda** for it will give you the directions you will need for each breakout, the questions to think about so that you will be ready to share your responses. For those who appreciate quiet time to think about our answers ahead, here it is. For those of us who process outwardly, this will give you a chance to be concise with your thoughts.
- B. **Read the interview summary** first then answer the following questions: (45-60')
 1. What are your **initial reactions or insights to the** interview summaries?
 2. What are our **key successes and strengths** that must be leveraged moving forward from the perspective of the interviewees?
 3. What are your **primary concerns** from the Interview summaries?
 4. What are the **key areas of opportunity** for this team that we must address?
- C. Read: All About Purpose: Definition and Differences (5 min)



- D. Reflect and be ready to answer the following questions: (10')
 - a. What was your most meaningful job? What made it meaningful? This could be a volunteer experience, a project, a current or past job.
 - b. What will make you proud of your team 1-2 years from now? What is the work that only this group can do?
- E. Access this [Google Doc](#) and answer one quick question in the document where your name is in the table. (5')
- F. You will be receiving a link by Friday for SLIDO with instructions for set up

Overall PREVENTIONS & Ground Rules:

1. Please have your **video on** unless you need to take a quick break. Your active participation is paramount here.
2. Please **be on time** from breaks and **assign time keepers during breakouts** to ensure we stay on time together
3. Learner/growth mindset – open to possibilities – we are researchers together, lets wear our lab coats and proceed...
4. Leave levels/hierarchy at the virtual door
5. Smile, enjoy the ride and remember we are not solving world hunger...yet ;)

Topic	Content	Min
Welcome & Context Setting	<ul style="list-style-type: none"> ▪ Welcome and journey overview and today's agenda ▪ Mindset (thoughts – actions – outcomes) – one story – great listeners 	45'
What is at Stake?	Brainstorm (Google doc)	15'
B R E A K		5'
Successes	What successes/strength are you most proud of and that we should leverage?	5'
Break Out Session #1	Interview Data – Insights to Advance Overview (5') <u>In Quads (#1-3) Breakout Agenda:</u>	20'



	<p>Outcome: 2-3 key quotes or insights from the interview data.</p> <p><i>What were your core insights from the pre-read that you want to ensure is brought forward?</i></p> <p>Steps: (20')</p> <ol style="list-style-type: none">1. Choose a facilitator captures comments in the shared MASTER Template Google Doc initial brainstorm responses to the above question2. After everyone in the quad has shared, notice themes3. Highlight in yellow the top 2-3 of all comments that you all want to share with the team and cut/paste to the top of your list	
Group Debrief	<p>Give a couple of minutes for everyone to read each other's group insights – highlight in yellow common themes</p> <p>Interview Data Insights to Advance Group Insights</p>	10'
B R E A K		5'
Purpose Overview	<p><u>Brief Overview</u> from the prework reading "All About Purpose"</p> <ul style="list-style-type: none">▪ Most meaningful job and why▪ Individual purpose	20'
Purpose Process: TRIO	<p>SET UP for Trio Break Out Session:</p>	20'



<p>Breakout #2</p>	<p>Breakout Outcome: Create a draft purpose statement that answers: <i>"We will feel proud of our team in 2-3 years from now when..."</i></p> <p>TRIO Breakout Process Agenda</p> <p>Step 1. 1st person shares their individual purpose statement from the prework, answering the question, <i>"I will feel proud of our team in 2 years from now when..."</i></p> <p>Step 2. Person 2 & 3 listen then shares what they LIKE about person one's statement (highlight in google doc) Person 2 shares, Person 1 & 3 share what they like, repeat for Person 3.</p> <p>Step 3: All: <i>What themes are we seeing with all three of us? What difference may we honor? Which one of these statements can we use as a potential base statement that best represents our trio? What words may need to be added or omitted, rephrased?</i></p> <p>Step 4: Agree on one draft purpose statement that answers the question, <i>"We will feel proud of our team 2-3 years from now when..."</i></p> <p>Paste your trios draft purpose statement into the MASTER Team Template Google Doc in your assigned block</p>	
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All – Team Purpose Draft Statement Creation	Three Statements into One Draft Purpose Statement	20'
Bringing it All Together	Wrap Up <ul style="list-style-type: none">- Summarize and revisit journey map- What was most useful about this time together?- What insights have come so far?	15'
Insights and what's next	Plus/Delta in google doc <p>What worked best about today? What can we do to improve?</p> Share what is next: DATE <p>Mod 2 overview, Prewrite is coming: Paradox</p>	10'
Adjourn		

