

Team
Facilitation: on
the ground and
running!

SUNY Guided Pathways— Team Facilitator Webinar

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#### **Introductions**

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## Today's Agenda

- Remembering the WHY
- Psychological Safety exploration
- Facilitating Pre-Work
- Making the most of institute team strategy sessions
- Facilitating Post-Work
- Team meetings and work sessions: best practices
- Scale of Adoption Assessment
- · Working with your coach

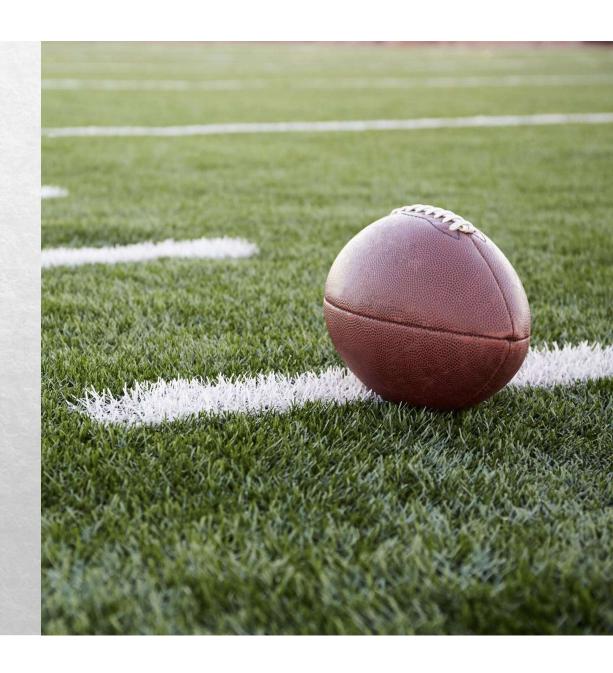


# Remind your teams of WHY we are engaging in this work

- Student Experience
- "HOPE and HELP"
- Your voice and work matter
- Use Visuals
  - Guided Pathways Graphic
  - Vision Statement crafted during Institute #1
  - Pathways Collaborative resources website
  - Re-watch a speaker from Institute #1 or Cohort I

#### Level Set

- What is SUNY Guided Pathways?
- What is a home team and institute team?
- What are the past, present, and future institute themes?
- What's our focus right now?
- Yes, models exist but they don't include YOUR college context







# Promoting Psychological Safety

- Everyone has a chance to speak
- Crazy ideas are ok! We need to hear from everyone
- It is okay not to know something, encourage questions
- Summarize what you hear, move toward writing things down
- Agreements
  - Be open
  - No judgement
  - Contribute your ideas
  - Watch your airtime
  - Have fun with the process

## Overall Project Planning



Plan all meetings for all pieces of Institutes as far in advance as possible!



Create a formal agenda for every meeting



Include level-setting in each agenda

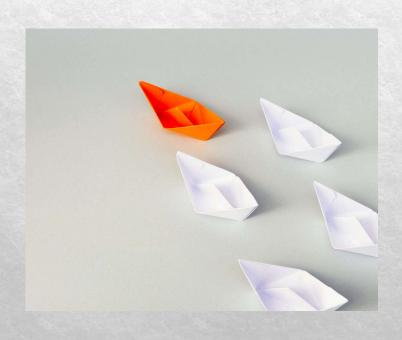


Plan ahead to "onboard" any new team members



Make both connections and distinctions between the work of institute team and home team

### Facilitating Pre-Work



- The purpose
- Who should be involved
- Role of Team Facilitator
- Role of Executive Lead
- Deadlines and communication with the project team



#### Preparing team for the Institute

#### Institute team prep meeting

- · Look at institute agenda
  - Prepare questions
  - Decide on concurrent session attendance
  - Connect with your team on travel/arrival plans
  - Consider using downtime for team building and debriefing
- As Team Facilitator, prepare yourself by
  - Learning agenda
  - Create loose agenda for team strategy sessions
  - Review GOALS
  - Review your team's past post-work

# Making the most of institute team strategy sessions

- Build off the work and team spirit built in the pre-work sessions
- Communicate with your coach
- Preview the work and set time estimates
- Remind the team of the overall goal
- Keep notes on good ideas to discuss/have a meeting on/look into later
- Connect ideas back to the goals and move forward



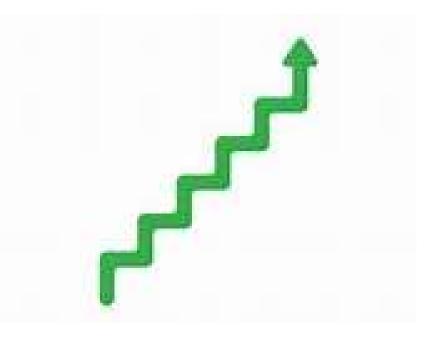
#### Facilitating Post-Work

- if only institutes were a weeklong and we could invite all the stakeholders from our college!
- limited time and voices
- focused and engaged on issues
- reflection and action



#### Next Steps Planning

- Steps do not have to be leaps!
- Modify a goal-setting technique like SMART
- Deadlines for next steps is essential!
- Build time to evaluate goals and progress into each team meeting





Working with Your Coach

- Communicating
- Roles
- During Pre-Work

- During Institutes
- During Post-Work
- Between events

#### Scale of Adoption Assessment Timeline

- April Team Facilitators send out online Scale of Adoption Assessment survey to about 20 college community members
- May Team Facilitators host a Consensus Meeting (2-3 hours) with as many people who answered the survey as possible
- End of May and June Facilitated
   Consensus Call (90 minutes) with the Team
   Facilitator, Executive Lead, and a couple
   people who answered the survey if possible



#### What's Next

- January Webinar Event Pre and Post-work ASAP
- January Webinar Event Evaluations ASAP
- Institute #2 pre-work to be sent March 5
- Institute #2 registration is open now!
- Institute #2 pre-work overview and institute preview webinar March 12
- Institute #2 April 22-24 at Dutchess Community College
- Scale of Adoption Assessment April/May/June

