



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



An orange lifebuoy with three white horizontal stripes is floating in a body of blue water. The water has a textured, wavy surface. The lifebuoy is positioned on the left side of the frame, with its rope trailing off towards the bottom left.

Psychological Safety

The best teams have it

Smarter, Faster, Better by Charles Duhigg



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



COACHING



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**



Important
Dates