



Real World Team Leadership Tool X: Standard Format

Agenda

Date: _____

Time: _____ to _____

<p>Leader: Recorder: Timekeeper: Process Observer: Learning Observer: Parking Lot Attendant: Optional Roles:</p>	<p>e.g. Phone Coverage, Food, Interpreter</p>	
<p>Participants:</p>		
<p>Instructions</p>	<p>This is the standard format for all 8 Real World Team Leadership Tools. It is designed to help you lead effective, time-limited work sessions. Inside this generic format are the 4 steps used in each of the 8 Tools.</p>	
<p>Time</p>	<p>Steps of the Tool</p>	<p>Responsibility</p>
<p>10 Minutes</p>	<p>Meeting Overview <i>(Note: This is the standard start for all eight work session tools.)</i></p> <ul style="list-style-type: none"> ✓ Introduce participants, their roles in the organization, and their functions in the project ✓ Assign meeting roles and ensure that each has the tools they need for their role ✓ Confirm goals of meeting; Confirm the type of meeting (e.g., problem-solving, implementation planning, etc.) ✓ Review and finalize agenda topics and their order in this meeting (This is an example of “tell ‘em what you’re going to tell ‘em”) ✓ Assign times to each topic 	<p>Leader</p>

____ minutes	1. The first step after the meeting overview is to lay out all pertinent information, bring the others up to speed and define the scope of the situation.	Leader or delegate
____ minutes	2. The second step is often “going wide” to solicit ideas, produce information, get feedback, use the experience of others, consider multiple scenarios, generate alternatives, brainstorm, etc. In “going wide,” ideas and options are presented but not evaluated. is a “narrowing-in” step to bring a degree of specificity to the process. The skill applied here is “coming into focus” using tools appropriate to the situation.	Participants
____ minutes	3. The third step is often a “narrowing-in” or “coming into focus” step to evaluate and eliminate some alternatives, use list analysis, prioritize, summarize, determine availability of resources,	Leader
	Steps 2 and 3 may be repeated several times in order to thoroughly address a situation. For example, after step 3 a single idea may have been distilled from the alternatives presented in step 2, but then the group may need to go wide again, to investigate a number of possibilities suggested by that single idea.	
____ minutes	4. The final step is always a “narrowing-in” step to bring clarity and closure to the process.	Leader
15 Minutes	<p>Administrative Wrap-up (<i>Note: This is the standard ending for all eight work session tools.</i>)</p> <ul style="list-style-type: none"> ✓ Address issues in Parking Lot ✓ Review action items and accountabilities (what by whom by when). ✓ Confirm next meeting time, date, and location ✓ Provide Process Observer report ✓ Provide Learning Observer report ✓ Discuss: Were the goals of this meeting met? ✓ What went well (and why)? What went not so well (and why and how should we change it next time)? 	Parking Attnmnt Recorder Process Obsvr Learning Obsvr Participants Evaluation