

AGENDA

Session guide: Group reflection [WIP]

Date:

Time:

Location:

Attendees:

Contact:

Your preparation

To prepare for this session, you will need to:

- Schedule the team meeting in a room where you can avoid interruptions. We suggest 45 minutes for this discussion.
- Work through the activity yourself and think about how you personally would answer the questions, as this will provide a starting point for your team if necessary. Also, think about how the team may respond to each question. It will be important to think about where the team might stumble or struggle to move forward.
- Think about how you will facilitate the discussion. Use the facilitator tips in the session guide.
- This session involves a significant amount of reflection. Some participants may need examples of things they or the team has done well to guide their thinking.

Session materials:

- Flipchart or whiteboard for plenary discussion. A digital tool such as PowerPoint could also be used to record participant comments.

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No	Item	Description	Facilitator tips	Time
1	Welcome and purpose	<p>Welcome</p> <p>Explain the why, the how and the what for the meeting:</p> <ul style="list-style-type: none"> • Why? We often plan ahead and think about our goals and our “to do’s”. The purpose of today’s meeting is to pause and reflect on how we have progressed on our individual goals and what we have achieved as a team. • How? We are going to reflect individually on our goals and share with the group before discussing what we achieved as a team. • What? Coming out of this meeting, we will have celebrated what goals each team member progressed and what the team achieved during the last X days/weeks/months. 	<ul style="list-style-type: none"> • Send an invitation to participants in which you make it clear that today’s meeting is about celebrating what you’ve achieved as a team over the last period. • You could organise the furniture in the room differently or bring snacks. This helps to signal that this is a different type of team meeting. • Show enthusiasm and highlight that the way of working in today’s meeting might be different to what they are used to. 	5 mins
2	Self-reflection	<ul style="list-style-type: none"> • Ask each team member to quietly reflect on their goals and how they have achieved or progressed them over the last X days/weeks/months. 	<ul style="list-style-type: none"> • Silence can be uncomfortable for some people – consider playing gentle background music during the quiet reflection time. • Provide materials for people to note down their goals and progressions can help. • If you can see people struggling to come up with ideas, give them some examples of things you have noticed they did well. 	10 mins
3	Present to the team	<ul style="list-style-type: none"> • Take turns sharing noteworthy achievements or goal progressions each team member is proud of. 	<ul style="list-style-type: none"> • Try to hear at least one thing each person was proud of. It may be necessary for you to suggest achievements for some team members if they did not make much progress on their goals. 	10 mins
4	Plenary discussion	<ul style="list-style-type: none"> • Discuss as a group what things were achieved at a team level in the last X days/weeks/months • How can they take these learnings with them moving forward? • Capture comments on a whiteboard, flipchart, or butcher’s paper, 	<ul style="list-style-type: none"> • As above, having two or three ideas in your head before beginning this section can help other suggestions start flowing. 	15 mins

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5 Close

Summary

5 mins

- Thank everyone for their participation today – share that you are grateful and proud of the effort your team put in to make these accomplishments possible.

Actions for you to take after the session

- Email or present the output of the session, both the individual and plenary results.
- Continue with the Reflect and Connect activity in this lesson.

Facilitator tips to effectively lead your team discussion:

- Emphasise to your team the importance of being actively involved in the session and encourage participation by all – if team members are quiet ask them questions to encourage participation.
- Prepare for the session by making sure you have examples for what the team did well and what some team members did well.
- Reflect on what content you really enjoyed in this module and how you might share that with your team.
- Use the session to improve in the future. Consider what goals were achieved individually and as a team, and how you could do better.
- Avoid thinking that you need to do it all alone! Work with other people managers to help run the session for additional support.

Handling questions:

- If the group discussion begins to go off topic, remind the group of the purpose of the session.
- Allocate time outside of this session to follow up any issues in the 'parking lot'.