

AGENDA

Session guide: Progress recap [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.
- Download the session guide and templates.
- Determine the period you would like to cover (referred to below as “X days/weeks/months”).
- Assign a time period to each member of the team, such as one week or day, depending on the length of the project.
- Ask each team member to create 2-3 slides recapping what happened during that time and what goals the team achieved during that period. Clarify they will be presenting to the team to they can prepare in advance.
- Collect team members’ work and create a central presentation to use as the base of the session.

Session materials:

- A presentation using a digital tool such as PowerPoint

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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 our accomplishments by looking at the progress we’ve made and celebrating what we’ve achieved on our team’s purpose.• How? We are going to present different time periods and celebrate how we progressed our goals during that phase.• What? During this meeting, we will celebrate what we 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	Team presentations	<ul style="list-style-type: none">• Team members recap each period and present the achievements of the team during that time.• Timing of each presentation will vary depending on the chosen timeframe, but 5-10 minutes per person is a good length to aim for.	<ul style="list-style-type: none">• Public speaking can be hard for some team members. Make sure all participants are quiet and respectful.• Allow team members different options of presentation if they are not comfortable public speaking, e.g. staying seated.	35 mins
3	Close	<p>Summary</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• Sending out a summary document of the team achievements can be a great way to continue the positive momentum after the session.	5 mins

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Actions for you to take after the session

- Email the final presentation or summary document to team members
- 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.
- Give your team members plenty of time to develop their content but set a firm deadline for them to send you the work to make sure the session runs smoothly on the day.
- Reflect on what achievements you thought were noteworthy and suggest them as extra points if they aren't covered.
- As mentioned above, make sure all team members are quiet and respect the person at the front of the room.

Handling questions:

- Give speakers a gentle prompt when their allocated time has passed and move to the next speaker.
- Allowing people to share what goals they achieved during that time is a great idea as long as you ensure it does not overpower each presentation.