



JOURNEY FOR TEAMS

Meeting Checklist



Before the meeting:

- Get meeting and topic approval from leadership.
- Include the Journey for Teams topic in the monthly staff meeting agenda, send an invitation, or post the meeting information in your workplace's common space.
- Locate and watch the Journey for Teams video about the topic you plan to discuss at www.JourneyForTeams.org/EducationalModules
- Locate and review the topic's 3-2-1 Worksheet at www.JourneyForTeams.org/EducationalModules
- Locate and print the 1-page Navigator Topic Guide at www.JourneyForTeams.org/EducationalModules
- Decide how the video and 3-2-1 Worksheet will be viewed at the meeting. Instruct invitees to bring their phones and earbuds or have a computer or several computers available (and hookup wires for a monitor if applicable).

At the meeting:

- Welcome workplace members and explain the Journey for Teams culture, located on page 4 of the Navigator Handbook 1.0.
- Review the meeting ground rules with the group, located on page 7 of the Navigator Handbook 1.0.
- Introduce the topic and show the accompanying Journey for Teams video.
- Review the 3 take-home messages on the 3-2-1 Worksheet and ask for comments.
- Ask the group 1-2 questions from the 3-2-1 Worksheet, being mindful of the time.
- Discuss and agree to 1 or 2 behavioral changes as a team.
- Recap the decisions you made and address any open questions.
- Decide on the date for your next meeting and who is responsible for next steps.
- Thank everyone for their contributions and congratulate them on the accomplishments that were made in 15 minutes!

After the meeting:

- Distribute brief meeting notes within 48 hours reminding everyone of the agreed behavior changes.
- Ask for meeting feedback.
- Take a moment to think about any adjustments you want to make for the next meeting.