



# 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.
- ☐ Choose the topic you plan to discuss at [www.JourneyForTeams.org/Educational-Modules](http://www.JourneyForTeams.org/Educational-Modules)
- ☐ Review the topic video and 3-2-1 Discussion Guide at [www.JourneyForTeams.org/Educational-Modules](http://www.JourneyForTeams.org/Educational-Modules)
- ☐ Review and print the Navigator Topic Guide at [www.JourneyForTeams.org/Educational-Modules](http://www.JourneyForTeams.org/Educational-Modules)
- ☐ Decide how the video and 3-2-1 Discussion Guide 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 Discussion Guide and ask for 1-2 comments.
- ☐ Read aloud the 2 questions from the 3-2-1 Discussion Guide. 1 question is for the team and 1 question is for individual self-reflection.
- ☐ Decide on 1 actionable and measurable behavior change to implement in your workplace. Consider 1 from the 3-2-1 Discussion Guide, or come up with your own idea.
- ☐ Invite the team to self-reflect. 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 change.
- ☐ Ask for meeting feedback.
- ☐ Take a moment to think about any adjustments you want to make for the next meeting.