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

☐ Review the topic video and 3-2-1 Discussion Guide at 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.

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