 **Building a Shared Team Agenda Template**

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| **Badge 1 with solid fill**Develop Your Team’s Mission Statement |
| Your team’s mission statement is not the same as your organization’s collective mission as a CAP agency. The team’s mission statement should reflect the team’s purpose/role in fulfilling the agency’s strategic goals or objectives.For example:*Our Finance Team’s mission is to ensure all program spending follows state and federal contracts to avoid a disruption in funding and ensure continued services to children and families in need.*The mission statement can also be time bound and tied to a specific project or objective.For example:*Our EAP team’s mission for this season is to increase the number of households receiving EAP benefits by 10% from last year.* |
| How to Develop the Mission Statement |
| * **Determine the type of statement you are creating.**

Is it a general mission statement to reflect the team’s role in achieving the agency’s collective mission?Is it intended to galvanize the team around a specific project/task/collective assignment?Is it time bound (quarterly, annual)? | * **Team Activity 40 – 60 min.**

Set the expectation. Share with the team the type of mission statement you wish to create – (project specific/timebound/mission integration, etc.).Provide each team member with Post-It notes and a Sharpie marker.Ask each member to write what they believe the team’smission is on the Post-It note and place their completed note onto the flip chart pad.After all members have shared, review each Post-It note with the group as a whole. Consolidate similar contributions.Look for common themes to build a universal statement for the team.Make sure you have consensus on the statement before moving on. |

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| Badge with solid fillUnderstand the team’s strengths and weaknesses.  |
| **Team Activity: SWOT Analysis** 1. Place four (4) flip chart pads on easels or adhered to the wall.
2. Label each pad with one of the SWOT categories (Strengths, Weaknesses, Opportunities, Threats).
3. Provide each team member with Post-It Notes (preferably lined) and a Sharpie marker.
4. Instruct each team member to only write one statement per Post-It note and two contribute no more than three Post-It notes per category. For example, each member can write no more than three strengths of the team (three separate Post-It notes).
5. After completing their notes, instruct each member to adhere their Post-Its to the corresponding flip chart pad.
6. After all team members have adhered their notes, visit each pad and consolidate duplicate contributions. After doing so, read aloud the results of each pad.
7. Prioritize the team’s weaknesses by using a dot voting exercise. Give each member eight (8) colored dots. Instruct them to vote for the most critical weakness the team should address immediately by placing their colored dot next to the Post-It Note. They can vote twice per category.
8. Add up the dots per Post-It Note. The two highest ranked weaknesses will become a focus for the team.
9. Repeat steps 7-8 for the opportunities category.

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| Badge 3 with solid fillDevelop your team’s shared agenda. |
| Use the question prompts below to build your team’s agenda. |
| How do we want to improve this weakness in the next 6 months? | What specific action steps will we take to implement this change? | How can we move forward with this opportunity? | What specific action steps must we take? |