

RADFORD UNIVERSITY

Virginia Inclusive Practices Center

<p>Strengths What strengths do you bring to the team?</p>	<p>Interests What are your personal interests that you would like to share?</p>
<p>Preferences When meeting in a team, what do you want to see happen?</p>	<p>Needs What needs/challenges do you have?</p>

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Effective Teaming Agenda Item Chart

Teaming Structure Item Located on the Team Agenda	Teaming Experience with Item (Yes, No, Unsure)	Purpose for Having This item
List of Team Members (Present and Absent, with reason for absence)		
Team Roles identified and rotated in each meeting (Facilitator, Recorder, Timekeeper, Consensus Builder, Observer, Jargon Buster, etc.)		
Ground Rules: These are the expectations for the team and individual team members (Staying on Task, Start and End On-time, Listen to Team Members, etc.)		
Celebrations/Good News: Setting the tone of the meeting by acknowledging good things happening in work and/or in personal life.		
Teambuilder: Short activity at the beginning of each meeting to help the team learn more about each other. The one-pager is a more detailed example of a teambuilder.		
Agenda Items <ul style="list-style-type: none"> ● Information Oriented ● Discussion Oriented ● Decision Oriented (Tasks) 		
Tasks <ul style="list-style-type: none"> ● Goal ● Activity ● Person(s) responsible ● Timeline 		
Establish Agenda Items (Next Meeting Agenda Set Up)		

Notes for Activity:

Have the teams complete one or two items in each “one-pager” category (probably no time for more) and do a quick share with each other. Explain that the one-pager serves as a teambuilding tool and it’s important for team members to learn more about each other to support better team dynamics.

Effective Teaming Agenda Item Chart: The participants should complete this chart by briefly noting if they ever experienced any of these items during a meeting. Then have them discuss in their teams why they think each item is identified on this sheet. What purpose does each item serve? Share that there are a number of different teaming agenda structures and most contain these structures in some form.

The teaming structures were adapted from

Causton, J. and Theoharis, G. (2014). *The principal’s handbook for leading inclusive schools*. Baltimore, MD: Paul H. Brookes Publishing Co., Inc.

King-Sears, M. E., Janney, R., & Snell, M. E. (2015). *Collaborative teaming (3rd ed.)*. Baltimore, MD: Paul H. Brookes Publishing Co., Inc.