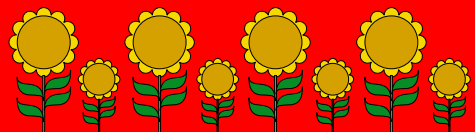




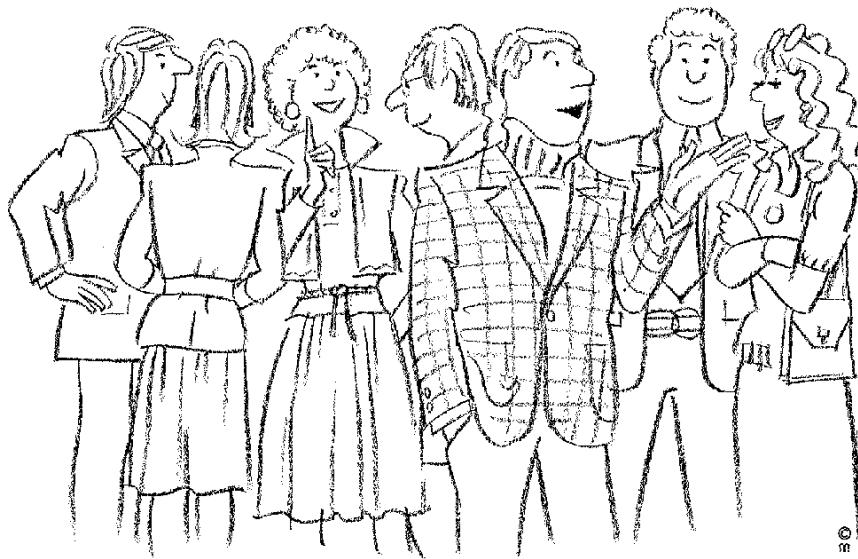
*Team
Logistics*

Establishing Effective Early Childhood Teams
Kansas Inservice Training System
Kansas University Center on Developmental Disabilities
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Planning Team Meetings

"The success of the team is often determined before the meeting begins, through preparation and planning" (Miller, 1991, p. 101). To help assure successful team meetings consider. . .times, places, agendas, and process.



Adapted from: Miller, L.M. & Howard, J. (1991). Managing quality through teams. Atlanta, GA: The Miller Consulting Group, Inc., p. 101.

When and How Long to Hold Team Meetings

Time is the one thing no one seems to have enough of, so make an effort to respect the schedule of your team members.



Discuss with the team how often and how long to meet.



Be consistent. Meeting times must be sacred.



Begin and end on time.



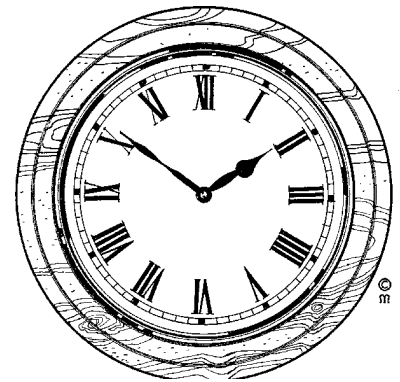
Meet when the members aren't too tired or likely to leave for other commitments.



Appoint timekeepers.



When an item goes beyond allotted time, ask the group if they want to continue discussion, come back to the item later in the meeting or schedule the item for another time.

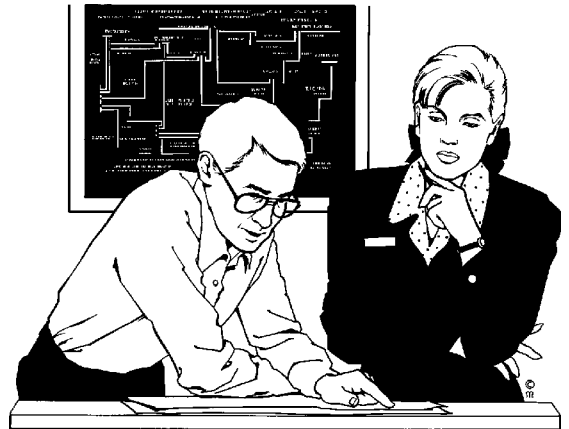


Adapted from: Miller, L.M. & Howard, J. (1991) Managing quality through teams. Atlanta, GA: The Miller Consulting Group, Inc., p. 107.

Planning Your Agenda

A well planned and closely followed agenda keeps your meeting moving and your team members engaged. It also shows respect for team members time and contributions.

- ⇒ Send agendas out in advance
- ⇒ Ask team members for input/ additions/ revisions
- ⇒ Prioritize & sequence new items
- ⇒ Review agreed upon on actions from previous meetings
- ⇒ Make agenda visible during meeting



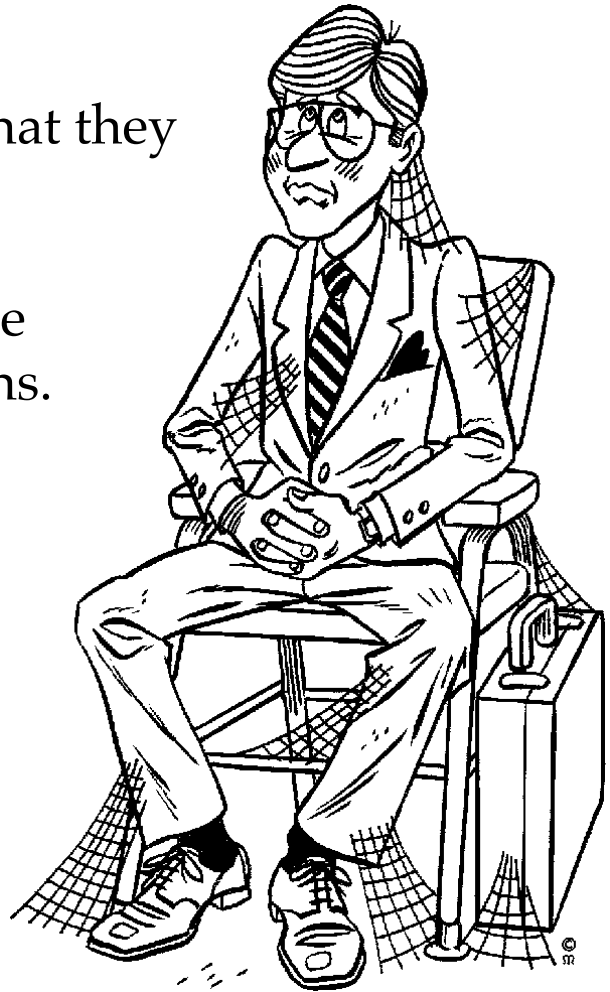
Cripe, J.W. & Mayhall, C. (1993). Developing local planning council: Getting started. Parsons, KS: Kansas University Center on Developmental Disabilities.

Seating and Room Arrangements

Comfort . . . is the key to attention and participation.

Consider . . .

- ◆ Seating should be designed to increase participation; everyone at equal levels.
- ◆ Team members should feel that they are in a "huddle."
- ◆ Rooms should be comfortable and have minimal distractions.
- ◆ A flip chart, markers, and masking tape should always be ready!
- ◆ Recorded ideas should be on a flip chart so all can see. The charts can serve as a "group memory".
- ◆ Tape or pin flip chart paper and graphs on walls.



Adapted from: Miller, L.M. & Howard, J. (1991). Managing quality through teams. Atlanta, GA: The Miller Consulting Group, Inc., p. 105-106.

A Sample Agenda

- Review agenda
- Allot times for each item
- Recognize members
- Share information
- Review program operations, (i.e., referrals, IEP / IFSP's, ongoing activities)
- Review action plans
- Solve problems
- Develop new action plans
- Plan next agenda

Adapted from: Miller, L.M. & Howard, J. (1991). *Managing quality through teams*. Atlanta, GA: The Miller Consulting Group, Inc., p. 112.



The following worksheets are provided to help you develop an agenda, organize your meeting, and record the meeting minutes.

Team Roles and Team Meetings

Sample Team Meeting Agenda

Team meeting for: _____ Date: _____ Time: _____

Location of meeting: _____

Facilitator: _____ Recorder: _____

Agenda Items and Description	Outcomes Desired	Time

Rainforth, B., York, J., & McDonald, C. (1992). Collaborative teams for students with severe disabilities: Integrating therapy and educational services. (p. 272) Baltimore: Paul H. Brookes. Reprinted with permission.

Team Roles and Team Meetings
Team Meeting Worksheet

Child: _____ **Date:** _____

Family: _____ **Time:** _____

Team members present:

_____	_____
_____	_____
_____	_____
_____	_____

Team members absent:

Information backup:

Roles

For this meeting

For next meeting

Facilitator: _____

Recorder: _____

Timekeeper: _____

Encourager: _____

<u>Agenda for this meeting</u>	<u>Time limit</u>
1.	
2.	
3.	
4.	
5.	

<u>Agenda for the next meeting</u>	<u>Next meeting date:</u> _____
1.	
2.	
3.	
4.	

Adapted with permission from Rainforth, B., York, J., & McDonald, C. (1992). *Collaborative teams for students with severe disabilities: Integrating therapy and educational services*. Baltimore: Paul H. Brookes.

Team Roles and Team Meetings
Sample Team Meeting Minutes

Team meeting for: _____ Date: _____

Participants: _____

Facilitator: _____ Recorder: _____

Priority Sequence	Agenda Items and Key Points	Follow-up Needed		
		Who?	What?	When?

Next Meeting

Date/time: _____ Location: _____

Facilitator: _____ Recorder: _____

Agenda items

- 1.
- 2.
- 3.
- 4.

Adapted with permission from Rainforth, B., York, J., & McDonald, C. (1992). Collaborative teams for students with severe disabilities: Integrating therapy and educational services. (p. 273) Baltimore: Paul H. Brookes.

Making the Most of Your Meeting

Use the following questions as a final organizational checklist before your meeting.

- ❄ Is there a specific starting and ending time?
- ❄ Is the location amenable to all members?
- ❄ Will members have the opportunity to participate in at least half of the agenda items? (or half of the meeting time)
- ❄ Will there be a product completed during the meeting?
- ❄ Will members depart with a feeling of accomplishment?
- ❄ Do you anticipate members requesting additional agenda items? (If yes, how will you redistribute the time allotted per agenda item?)
- ❄ Have members been notified if they are responsible for a report or for providing specific information?
- ❄ Do you have the materials/information together to bring to the meeting?
- ❄ Do members need a reminder of the upcoming meeting?
- ❄ Are materials for discussion sent out prior to the meeting for review?



Cripe, J.W. & Mayhall, C. (1993). *Developing local planning councils: Getting started*. Parsons, KS: Kansas University Center on Developmental Disabilities.