

Team building agenda

A few days or up to a week prior to a workshop, the team meets to:

1. check-in: how I am and any news to report since we last gathered.
2. gathering: name and why I'm looking forward to this workshop
3. sharing:
 - A. What are my strengths (as a facilitator) and how can I help others?
 - B. What are my challenges and how can others help me?
 - C. What are my hidden agendas, hidden feelings or hidden concerns?
 - D. What do I hope to work on for myself in this workshop, in my own path to becoming more / living more non-violently?
4. joke time—opportunity to share a joke or do a light 'n lively
5. create the team contract—cooperative guidelines (ground rules) for the team.
For example:
 - A. Team members commit to being present for the entire workshop.
 - B. Team members commit to letting the team know in advance if circumstances prevent him/her from being present.
 - C. Team members commit to upholding the cooperative agreements within the team and the group.
 - D. Team members commit to participating in all team meetings and clinics during the workshop.
 - E. Team members commit to cooperatively crafting agendas for all sessions.
 - F. Team members commit to not interrupt or “correct” teammates while teammates are facilitating.
 - G. Team members commit to participating in all parts of the workshop that he/she is not facilitating unless he/she needs to prepare for an exercise.
6. agenda preparation—first two sessions and discussion of major exercises for rest of the workshop
7. agenda assignments
8. affirmations—each team member says something positive about each of his/her teammates.

Team de-brief agenda

Immediately following or within a week following the workshop, the team meets to:

1. check-in
2. sharing:
 - A. One thing I did in the workshop that was great.
 - B. One thing I did in the workshop that I can do better next time.
 - C. One thing each of my teammates did in the workshop that was great—be as specific as possible.
 - D. One thing each of my teammates might work on—be very specific.
This is to be constructive guidance—speaking truth with love, not criticism. Remember that one person’s opinion or take on some thing does not represent everyone but that I must listen with an open mind and heart as best I am able.
3. joke time—opportunity to share a joke or do a light ‘n lively
4. affirmations