

Team Notes

Directions: Please date and write your team's notes in your labeled section.

Core Value Team

- 10-12-22:

Core Value Team

Zoom Meeting

Date: Wednesday 10-12-22

Time: 8:30 – 9:30 a.m.

YES, Inc. Mini Vision

Yes, we follow the golden rule!

YES, Inc. Mission

We exist so that children have effective educators. We help educators become more effective.

CV Team objective

The objective of the core values team is to ensure that YES, INC.'s 21 team members are demonstrating the core values daily within their work.

Action Objective

By the end of the hour our team will have concrete, detailed examples of how each one of us lives the core values of our Agency through our daily work.

Norms

Start on Time, End on Time

Take Care of Your Needs

No Sidebars (no bird walking)

Agree to Disagree

Active Participation

Participants:

Tree: Bird Walker / Gatekeeper

Ms. Yarbrough: Recorder

Daniel: Reporter

Cirby: Team Member

Terri: Facilitator

Agenda

Welcome and Objective – Daniel	3 minutes
Norms – Tree	3 minutes
Core Values Share Out – Team	4 minutes
*Review of Presentation Format – Terri	5 minutes
Presentation for Thursday – Humility – Daniel	5 minutes
Close the Loop – Terri	2 minutes

*Thursday Core Values Presentation Format

1. Action Objective _____
2. Show the definition of the core value from the handbook _____
3. Show the video _____
4. Share an example of how the key message from the video aligns with a recent team activity. _____
5. Have everyone share an example from this week of how they represented the core value of _____. If not, what it might look like if they focus on this core value for next week. _____

Core Values

Youth Empowerment Services, Inc. core values represent how we will live within the message of our “mini vision... YES! We follow the Golden Rule!” We expect all team members to be able to understand and practice our vision within our core values so that we all *soar to new Heights* in our learning and growing everyday within our business of providing exceptional services to our customers.

- 1 **Integrity** – We continuously practice what we believe!
- 2 **No Gossip** – We take negatives up and pass positives all around!
- 3 **Clear Communication** – We believe to be unclear is to be unkind!
- 4 **Failure Leads to Success** – We believe using what we learn from our failures will lead us to success!
- 5 **Reflection** – We deliberately “think” about our “thinking” in order to continuously learn and grow!
- 6 **Modeling** – We demonstrate what we expect from others and ourselves!
- 7 **Self-Employed Mentality** – This isn’t a J-O-B. We all act like we own the place!
- 8 **TEAM** – We are team members, Not Employees.
- 9 **Humility** – We focus on others more!
- 10 **SMART** – We get people!

Core Values:

Daniel:	Humility / No Gossip 11-16
Cirby:	Clear Communication 11-19 / Self Employed Mentality 11-30
Tree:	Smart 10-26 / Failure Leads to Success 12-7
Ms. Yarbrough:	Modeling 11-9
Terri:	Integrity 11-2 / Reflection 12-14

Next Meeting:

Wednesday October 19, 2022, at 8:30 a.m.

- 10-19-22:

Core Value Team

Zoom Meeting

Date: Wednesday 10-19-22

Time: 8:30 – 9:30 a.m

YES, Inc. Mini Vision

Yes, we follow the golden rule!

YES, Inc. Mission

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Agree to Disagree

Active Participation

Participants:

Tree: Bird Walker / Gatekeeper

Ms. Yarbrough: Recorder

Daniel: Reporter

Cirby: Team Member

Terri: Facilitator

Agenda

Welcome and Objective – Tree	3 minutes
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Norms – Cirby	3 minutes
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Core Values Share Out – Team	shares out & decides on a core value to share out on Thursday	4 minutes
*Review of Presentation Format – Terri		5 minutes
Presentation for Thursday – _____		5 minutes
Close the Loop – Daniel		2 minutes

***Thursday Core Values Presentation Format**

1. Action Objective _____
2. Show the definition of the core value from the handbook _____
3. Show the video _____
4. Share an example of how the key message from the video aligns with a recent team activity. _____
5. Share an example from this week of how they represented the core value. _____
6. Take Away and Share Out _____

Core Values

Youth Empowerment Services, Inc. core values represent how we will live within the message of our “mini vision... YES! We follow the Golden Rule!” We expect all team members to be able to understand and practice our vision within our core values so that we all *soar to new Heights* in our learning and growing everyday within our business of providing exceptional services to our customers.

1 Integrity – We continuously practice what we believe!

2 No Gossip – We take negatives up and pass positives all around!

3 Clear Communication – We believe to be unclear is to be unkind!

4 Failure Leads to Success – We believe using what we learn from our failures will lead us to success!

5 Reflection – We deliberately “think” about our “thinking” in order to continuously learn and grow!

6 Modeling – We demonstrate what we expect from others and ourselves!

7 **Self-Employed Mentality** – This isn't a J-O-B. We all act like we own the place!

8 **TEAM** – We are team members, Not Employees.

9 **Humility** – We focus on others more!

10 **SMART** – We get people!

Core Values:

Daniel: Humility / No Gossip

Cirby: Clear Communication / Self Employed Mentality

Tree: Smart / Failure Leads to Success

Ms. Yarbrough: Modeling

Terri: Integrity / Reflection

Next CV Team Meeting:

Wednesday October 26, 2022, at 8:30 a.m.

Core Values Team Presentation

10-20-22

Daniel will present:

1. Daniel will say: "Get ready for a rant."
2. Dave Ramsey video (:00 – 1:17)
3. Judy video (:10 to 1:36)
4. Handbook share: *NO GOSSIP - We take negatives up and positives all around!*
5. 1 minute take – away (thoughts about this core value)
6. Share out

Core Values Presentation

10-27-22

Tree will present:

1. Denzel Washington video (1:46 minutes)

2. Handbook Failure Leads to Success
3. 1 minute take-away (thoughts about this core value)
4. Share outs
5. Deltas

11-2-22:

Thank you for a very productive meeting this morning! To close the loop:

1. Tree will present the core value of Failure Leads to Success tomorrow at our 4:00 p.m. meeting.
2. Next Wednesday I will share what I have for Integrity.
3. Also next Wednesday Cirby will share his video on Self Employed Mentality.

1-4-23 Core Value Team notes:

1. Tree will contact Daniel and Cirby to do a run through prior to the 4:00 Motivational Moment tomorrow.
2. Cirby will continue to prepare to share Clear Communication next week.
3. We have worked on our KRA's and will continue to "flesh it out" . Kellen has offered to proofread it for us.
4. The "28 days" is launching on 1-20-23 and will be a video a week for 28 weeks.

Goals Team

- *(add notes here)*

Mission Team

- **Team Mission:** 9/28/2022 #1
- **Standing Meeting Dates and Time:** 10:45 AM - 11:45 AM duration 1 hour, on Wednesdays.
- **Mission Team members:** LJ, BW, AR, CP, BY
- **Team Roles:**
 - Larry Jenkins - Facilitator
 - Brenda Waters - Birdwalker
 - Ashley Radder - Recorder
 - Chanler Powell - Reporter
 - Benjamin Yarbrough -

Norms: Start on Time, End on Time, Take Care of Your Needs, No Sidebars (no bird walking), Agree to Disagree, Active Participation from all.

- **Agency Reading Goal:** Each team member will read 15 pages per day or ½ hour per day from *The Seven Habits of Highly Effective People*- by Stephen Covey: The 7 Habits of Highly Effective People by the end of the 1st quarter, January 1, 2023.
- **Vision Board Date:** October 21, 2022 - approx meeting time: lunchtime, CY to provide the time. The location is at CY's house Cielo Vista Drive if you are local and virtually if you are out of town.
- **October 21st 1st our preferred date,** October 28th is the secondary date, and October 7th is the 3rd preference.
- **Team Objective:** See highlighted objective below.
- Larry- The objective of the Mission team is to ensure that each team member's reading assignments align with the agency's mission in order to ensure obtaining set goals.
- Chanler- The mission team will be able to examine all YES, Inc. activities and answer to how they align with the agency's mission.
- Brenda - The Mission Team will demonstrate through every activity, reading work assignment, and share out the agency's mission of helping educators become more effective.
- Ashley- The objective of the Mission team is to ensure that every action of YES, Inc's Business is aligned with the company's Mission Statement " We exist so that children have effective educators. We help educators become more effective!".

- **Finalized Team Objective:** The objective of the Mission team is to ensure that YES, INC.'s 21 team members are demonstrating the Mission daily within their work.
- **Team Meeting Dates:** Mission Team: What date and time will we meet weekly? :
- Decision: 10:45 AM - 11:45 AM duration 1 hour, on Wednesdays.
- **Team Action Goal:** TBD

Team Mission: October 5, 2022 #2

Standing Meeting Date and Time: Wednesday, October 5, 10:45 AM - 11:45 AM, duration 1 hour.

Mission Team members: LJ, BW, AR, CP, BY

Team Roles:

Larry Jenkins - Facilitator
 Brenda Waters - Birdwalker
 Ashley Radder - Recorder
 Chanler Powell - Reporter
 Benjamin Yarbrough - Absent

Team Objective: The objective of the Mission team is to ensure that YES, INC.'s 21 team members are demonstrating the Mission daily within their work.

Brenda - Agree/confirm on the Mission Statement of the Agency. How are we gatekeepers of the Agency (YES, Inc.)? What questions would we ask others to gain clarity on how their actions/ work is contributing to or aligning with the Mission of YES, Inc.? How do team members help educators become more effective? How are team members living the agency's Mission daily in their work? - As gatekeepers of the mission statement do not hear clearly how team members are connecting what they do to the mission, we can ask questions that will help others to make connections to the mission.

Ashley - during the 5-minute share-out, we can ask them at the end, " Here is the challenge. How have you lived in the Mission this week?

Larry - The University- How will we include the students that will enroll in the Mission? Should this be a part of our focus? BW- The focus of our objective is on how our 21 team members are demonstrating the Mission daily within their work. Our University will want to be connected to our Agency's Mission Statement as we move forward. As we work with future university students, it will be important to make connections to the Mission of the agency.

Reflection:

- Chanler: As we are forming a new team, not only are we ensuring we are on the same page with the objective, but we are also figuring out what that looks like to live our objective.

- Larry: In developing a team, this type of open and detailed engaging conversation allows for clarification of the processes as we move forward. I appreciate the open communication and clarity because it provides a learning opportunity.
- Brenda: excused
- Ashley: When a new team is in the forming stage, it's really important to have consensus and clarity around what is expected from the team and from each of the team members.

Goals: Social, Intellectual, Spiritual, Financial, Health, Career,

Action objective: By the end of the hour, our team will have concrete, detailed examples of how each one of us lives the (mission, vision, core values, or goals) of our agency through our daily work.

Ashley- I am living the mission today by preparing the supplies and tech needed for the upcoming GOPB training next week. I am being intentional about how items are being organized, packed, and there for the facilitators and the participants so that they can make connections with learning and be well prepared.

Chanler- I have been working on adjusting where everyone is being paid from and editing payroll control sheets to ensure that everyone is being paid correctly. I am helping our team be prepared to focus on the Mission by not having to worry about their pay for the work that all team members do.

Brenda - I am living the mission by being able to be well prepared to train the facilitators in CLASS so that we are well prepared to deliver high-level, high-quality training that will help educators to become more effective.

Larry - The way that I am using this on a daily basis and how it is working for me is when I am having conversations with others and working on the different types of its allowing me to have this conversation with other people so that I can talk intelligently about the alignment of our mission and be able to discuss and have conversations daily. It is a fact-gathering process for me because I am looking through all of the information concerning the agency and gathering information from other team members about what they are talking about. I am able to take that information and share it with others as I go through my day-to-day conversations.

Closeout reflection:

Team Mission: October 12, 2022

AGENDA TEAM MEETING #3 - October 12, 2022

1. Attendance roll call
2. Review each team members assigned role for today's meeting
3. Recite our mission statement
4. Review and discuss the notes from our last meeting
5. Review and discuss the facilitators meeting notes from 10/11/2022 hosted by Ms. Yarborough
6. Review and discuss the Team Mission action objective
7. Discuss the take-away for Team Mission action objective
8. Discuss and determine the Team Mission action goal
9. Rehearse and practice for the Team Mission 5-minute group presentation for Thursday team meeting (must include a take-away)

10. Team members Reflections
11. Take-aways from today's meeting
12. Dismissal

Team Mission:

Standing Meeting Date and Time: Wednesday, October 12, 10:45 AM - 11:45 AM, duration 1 hour.

Mission Team members: LJ, BW, AR, CP, BY

Team Roles:

Larry Jenkins - Facilitator
Brenda Waters - Reporter, Birdwalker checker
Ashley Radder - Recorder
Chanler Powell - Late Arrival (Fiscal Urgent Need)
Benjamin Yarbrough - Absent

Norms: Start on Time, End on Time, Take Care of Your Needs, No Sidebars (no bird walking), Agree to Disagree, Active Participation from all.

Take away from last meeting notes:

Brenda - review, and reflection of the past meeting is important to do before moving forward with the new meeting. It will help us get a grasp and focus on what our next step needs to be. I appreciate the agency's diligence in reminding us about who we are and holding us accountable for striving to meet our goals. The reminders will help us to be consistent.

Chanler - I like reflecting on the notes from the last meeting because it helps us to refresh on what we already discussed.

Ashley - As we work on our personal goals and our team goals, and the agency goals, it is important to check in with how each of these goals can be connected and tied into the Mission.

Larry - Excellent examples of action items, and the example Ms. Brenda provided about Ms. Yarbrough and her social goal was very concrete and ties in perfectly with what we are discussing relating alignment with goals.

Review of facilitator meeting notes: Takeaway

Action objectives need to be measurable so that its tangible, and seeable. We have evidence and concrete examples.

Being well prepared to execute our specific roles on the team really helps us all to be productive and successful with the action objectives. Example: Ashley types the notes as we go along so that everyone can see it.

Chanler - Objective - we each wrote our own and came together with a consensus.

Action objective: By the end of the hour, our team will identify and have a concrete, detailed example of how a team member has lived the (mission,) of our agency in our daily work and will have rehearsed our team's presentation in preparation for tomorrow 10/13/22 team meeting..

Rehearsal and review for a team meeting on 10/13/2022.
Caught red-handed roll out - living the mission!

Team Mission: Thursday Presentation Dress Rehearsal:

1 Chanler: Group Mission Chant:

#2 Chanler: Youtube Donald Miller: 1-minute video Mission what does it mean, and what does it look like?

https://video.search.yahoo.com/search/video;_ylt=AwrNYjzb7UZjKMgLPRBXNyoA;_ylu=Y29sbwNiZjEEcG9zAzEEdnRpZANMT0NVSTA1NF8xBHNIYwNzYw--?p=donald+Miller+Mission+statement+youtube&type=E211US105G91649&ei=UTF-8&fr=mcafee&turl=https%3A%2F%2Ftse3.mm.bing.net%2Fth%3Fid%3DOVP.8tWBo4-aJJWqi7Hh2DSdsgHgFo%26pid%3DApi%26w%3D296%26h%3D156%26c%3D7%26p%3D0&rurl=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DeycDWfSKoYo&tit=Hero+on+a+Mission+by+Donald+Miller+-+Trailer&pos=3&vid=92a3cfc45ea52fb389a44d7685e93e5c&sigr=S.q_dn6lr3Lr&sig=fLr_c_RuChsL&sigi=HCUfMCydGpoo

#3 Larry: Takeaway from what they heard and understood about the importance of a mission statement for the agency.

#4 Ashley & Brenda Caught Red Handed - Living the Mission Recognition - When we see someone living the mission, we will highlight and provide an example. - Ashley to create a certificate.

Nominated: Yvette Thomas

Team Mission: 10/19/2022 #4

Standing Meeting Dates and Time: 10:45 AM - 11:45 AM duration 1 hour, on Wednesdays.

Mission Team members: LJ, BW, AR, CP, BY

Team Roles:

Larry Jenkins - Facilitator

Brenda Waters - Absent (Grant Webinar)

Ashley Radder - Recorder, Birdwalker Checker

Chanler Powell - Reporter

Benjamin Yarbrough - (Absent)

Norms: Start on Time, End on Time, Take Care of Your Needs, No Sidebars (no bird walking), Agree to Disagree, Active Participation from all.

Agency Reading Goal: Each team member will read 15 pages per day or ½ hour per day from *The Seven Habits of Highly Effective People*- by Stephen Covey: The 7 Habits of Highly Effective People by the end of the 1st quarter, January 1, 2023.

Vision Board Date: Update: Vision boards are due on Thursday, November 3, 2022.

AGENDA TEAM MEETING #4

1. Attendance roll call
2. Review each team members assigned role for today's meeting
3. Recite our mission statement
4. Review and discuss the notes from our last meeting
5. Review, discuss and determine the written selection process for nominating and awarding the Team Mission Red Handed certificat
6. Summary of the facilitators meeting notes from 10/18/2022 hosted by Ms. Yarborough
7. Review and discuss the new Internal Mission Statement
8. Review and discuss the new External Mission Statement
9. Discuss the differences between the Internal Mission Statement and the External Mission Statement
10. Discuss the Team Mission action objective
11. Discuss the take-away for Team Mission action objective
12. Review the Team Mission action goal
13. Rehearse and practice for the Team Mission 5-minute group presentation for Thursday team meeting (must include a take-away)
14. Team members Reflections
15. Take-aways from today's meeting
16. Dismissal

Reflection and review of last meeting minutes and presentation #1.

Caught Red Handed Nomination Protocol:

A different team member will win the Caught Red Handed each week. Team members can only win the award one time until all team members have won.

Designated Portal space to submit a nomination. Any team member can submit a nomination at any time. *You may also contact any member of the Mission team to submit a nomination. All nominations will be reviewed by members of the Mission team.*

\Mission team will track weekly winners to ensure a different team member is highlighted weekly.

New Mission Statement:

External Mission: What we are sharing with everyone and anyone. Youth Empowerment Services, will provide the highest quality professional development training to our customers because everyone deserves equitable access to life changing professional development training.

Internal Mission: What only our team members can view. Youth Empowerment Services, will provide the highest quality professional development training to our 1000 customers by 2026 because everyone deserves equitable access to life changing professional development training.

Takeaway - Reflection:

What is the difference between the two: The internal provides a set goal and it is measurable and will help us keep track of how we are working to obtain our mission.

Team Objective: See highlighted objective below.

Larry- The objective of the Mission team is to ensure that each team member's reading assignments align with the agency's mission in order to ensure obtaining set goals.

Rehearsal for 10/19

Use the new Mission external and internal and share out the new mission. Use a slide or two to review with the team. Facilitate a takeaway on the difference between the external and internal Mission. Show the team portal and the Caught Red Handed Living the Mission Nomination section. Click on the link and show the nomination form. Show what the form looks like. Share that any team member can also email, text or call any member of the Mission team to submit a nomination. Explain that the Mission team will review all submissions in addition to our team's observations and make a decision. A new team member will be selected each week. Announce this weeks Caught Red Handed Mission Keeper Award.

Nominations: Cirby, Ms. Yarbrough, Tiffany, Terri

Nominated: Terri

AGENDA TEAM MEETING #5

1. Attendance roll call
2. Review each team member's assigned role for today's meeting
3. Recite our mission statement
4. Review and discuss the notes from our last meeting
5. Discuss and update the written selection process for nominating and awarding the Team Mission Red Handed certificate (Review Scoring Rubric ideas)
6. Summary of the facilitator's meeting notes from 10/25/2022 hosted by Ms. Yarborough (Meeting canceled due to working on the grant application)
7. Discuss the Team Mission action objective
8. Discuss the takeaway for Team Mission action objective
9. Review the Team Mission action goal
10. Rehearse and practice for the Team Mission 5-minute group presentation for Thursday's team meeting (must include a takeaway)
11. Team member's Reflections
12. Takeaways from today's meeting
13. Dismissal

Team Mission: 11/2/2022 #5

Standing Meeting Dates and Time: 10:45 AM - 11:45 AM duration 1 hour, on Wednesdays.

Mission Team members: LJ, BW, AR, CP, BY

Team Roles:

Larry Jenkins - Facilitator
Brenda Waters - Birdwalker Checker
Ashley Radder - Recorder,
Chanler Powell - Reporter
Benjamin Yarbrough - (Absent)

Internal Mission: What only our team members can view. Youth Empowerment Services will provide the highest quality professional development training to our 1000 customers by 2026 because everyone deserves equitable access to life-changing professional development training.

Caught Red-Handed Nomination Protocol:

A different team member will win the Caught Red Handed each week. Team members can only win the award one time until all team members have won.

Designated Portal space to submit a nomination. Any team member can submit a nomination at any time. *You may also contact any member of the Mission team to submit a nomination. All nominations will be reviewed by members of the Mission team.*

The mission team will track weekly winners to ensure a different team member is highlighted weekly.

Criteria for selecting a caught red-handed:

- Scale of 1 Meets expectations
2 Above expectations
3 Exceeds above expectations

Definition:

Meet Expectations: There is a clear example provided for how the team member lived the mission. The example included evidence that the nominated team member made connections to the Mission Statement. There is evidence that the team member acted/ performed in a way that aligns with the agency's mission.

Above Expectations: There is a clear example provided for how the team member lived the mission. Team members' actions demonstrated that they lived the mission in their daily work. There is evidence that their actions had a positive impact on others. There is evidence that the team member has grown or changed (game changer) and has embraced the mission. .

Exceeds: Team members' actions demonstrated that they went above and beyond the expectation of living the mission in their daily work. The action of the team member nominated demonstrated evidence that the team member not only performed in a way that aligns with the agency mission but that they also helped/ encouraged others to embrace the mission through their ability to model for others what living the mission looks like in their authentic daily performance of their duties.

Performance Indicators:

- To what extent did team members go above and beyond what is expected of living the mission: (1-3)
- To what extent did a team member (level of proficiency) perform their job/role/task. (1-3)
- To what extent did a team member grow and change (game changer) while performing the action being recognized - connected with the mission? (1-3)

Nominated:

Cirby Forrest
Terri Harrold
Claudette Yarbrough
Tiffany Warren
Kellen Begin

Team Member Selected: Kellen Begin

Team Mission: 11/9/2022 #6

Standing Meeting Dates and Time: 10:45 AM - 11:45 AM duration 1 hour, on Wednesdays.

Mission Team members: LJ, BW, AR, CP, BY

Team Roles:

Larry Jenkins - Facilitator

Brenda Waters - Birdwalker Checker, Leader

Ashley Radder - Recorder,

Chanler Powell - Reporter

Benjamin Yarbrough - (Absent)

AGENDA TEAM MEETING #6

FIRST 30-MINUTES

1. Attendance roll call
2. Review each team member's assigned role for today's meeting
3. Recite our mission statement
4. Review and discuss the notes from our last meeting
5. Discuss nominees for this week's Caught Red Handed award
6. Briefly discuss the Team Mission action objective
7. Discuss the takeaway for Team Mission action objective
8. Rehearse and practice for the Team Mission 5-minute group presentation for Thursday's team meeting (must include a takeaway)
9. Team members Reflections
10. Takeaways from today's meeting

SECOND 30-MINUTES

1. 30-Minute Leadership Presentation (KRA)

2. Dismissal

Internal Mission: What only our team members can view. Youth Empowerment Services will provide the highest quality professional development training to our 1000 customers by 2026 because everyone deserves equitable access to life-changing professional development training.

Caught Red Handed Nominations:

Tiffany - Training and scheduling of substitutes (Team Members to support at SA Prep). Making sure we have the support needed to fulfill the contract.

Connie - Transitioning herself and her role to be a constant source of support for the special ED services to support SA PREP. Actively working with a current contract.

Ashley - Providing user-friendly support and making a game changer for how the information is displayed on the website and easily accessible.

Benjamin - Taking the lead to set up and execute steps and Bidder's Conference Information session. These steps will help support our sustainability to continue the work we are doing.

Team Member Selected: Tiffany Warren 11/9/22

Takeaway: Having team discussions to walk through what living the mission daily means and looks like is important as the eyes and ears of the agency tasked with living and following the mission.

2nd part of Mission Meeting: KRA led by Brenda Waters
KRA Video - Entreleadership

What is a KRA - (Key Result Area)?

A keystone in how the business is run and how team members work with their teams. **A KRA helps you to know how to win in your role. It's about outcomes**, the key things a team member has to do to get the intended results. A Mindset shift for the team, "oh, I own the results of my work, and I am going to do what it takes. It's about **the Outcomes and the results for the areas I am responsible for.**" Utilizes a team member's **Time, energy, and talents** efficiently. It is not a to-do list. It's a way to set the table for the key area of responsibility and accountability. KRAs describe what winning looks like.

Job Description: frequently talks about the inputs of a role, how someone will spend their time it doesn't talk about the outputs or the results of what occurs while a person is on the job.

Example:

Job Description IE. It's your job to sweep the floor.

KRI: Keep the shop floor sparkling clean.

Key things about a KRA:

It's about results - not about doing.

Creates clear expectations and a **self-employed mentality**. The spirit behind everything. It drives your attitude and leads you to the result and outcome needed.

It's a tool.

It's a **living document** that (should not change daily, weekly, or monthly but overtime). Or whenever you realize you have a new outcome that you are responsible for. KRA's should be reviewed at least yearly, you should look at the KRA and make adjustments if needed. It is something you can update and adjust as time goes on but should not be used as a weapon in conversations. It's designed to help you with progress within your specific role (KRA). It helps keep you remain **accountable for winning and remaining focused on your task**.

Step one: make some observations.
What should this role be responsible for?
What should they be focused on?

Best Practice: revisit it at least annually
Best Practice: 3- 5 separate KRA's

YES, Inc. expectation is for all team member's to have 3-5 well-written KRA's that will set you up for success.

A well-written KRA will define the best use of Time, Energy, and Talents.

A Strong KRA will create Clear Expectations, A self - employed mentality, and a feedback framework.

Takeaway: Ran out of time.

BW to send the link to Entreleadership for team Mission to go and view, watch and study more about KRAs.

End of meeting:

Team Mission: 11/16/2022 #7

Standing Meeting Dates and Time: 3:00 PM - 4:00 PM duration 1 hour, on Wednesdays.

Mission Team members: LJ, BW, AR, CP, BY
Team Roles:

Larry Jenkins - Facilitator
Brenda Waters - Birdwalker Checker, Leader
Ashley Radder - Recorder,
Chanler Powell - Reporter
Benjamin Yarbrough - (Absent)

AGENDA TEAM MEETING #7 FIRST 30-MINUTES

1. Attendance roll call
2. Review each team member's assigned role for today's meeting
3. Recite our mission statement
4. Review and discuss the notes from our last meeting
5. Discuss nominees for this week's Caught Red Handed award

6. Briefly discuss the Team Mission action objective
7. Discuss the takeaway for Team Mission action objective
8. Rehearse and practice for the Team Mission 5-minute group presentation for Thursday's team meeting (must include a takeaway)
9. Team members Reflections
10. Takeaways from today's meeting

SECOND 30-MINUTES

1. 30-Minute Leadership Presentation (KRA)
2. Dismissal

Caught Red Handed Nominations:

Ms. Yarbrough - Living out the Vision and the Mission, she was unwilling to compromise what she knew was best practice for the client. She was willing to nullify a contract because she knew that that was the best thing to do for her client. This a great example of not only treating others how they want to be treated but also because clients will want services to be what's best for them even if it doesn't seem that way at the moment. She wasn't willing to compromise the quality of professional development training Creating a framework for their 120-day plan for the Madison Project. During the implementation of the contract.

Ashley - Providing user-friendly support and making a game changer for how the information is displayed on the website and easily accessible to the audience.

Mission Team Action objective: By the end of the hour, our team will identify and have a concrete, detailed example of how a team member has lived the (mission,) of our agency in our daily work and will have rehearsed our team's presentation in preparation for tomorrow 11/17/22 team meeting and will have discussed the next steps in learning and growing with our own individual KRA creation.

Takeaway: AR's - Reviewing the action objectives for the meeting toward the beginning of the meeting will ensure that we are on the same page and that we are accountable for the work that we do during the meeting as well as for our growth as we continue to learn more about KRA's.

BW's Takeaway: Our internal mission identifying diverse people to be identified for Caught Red Handed. What do we do to make sure that other people besides ourselves to nominate folks as well is important.

CP's Takeaway: More nominations from people I see and the things I see and hear.

LJ Takeaway: It would be better to move the Action Objective up on the agenda.

B. Waters - KRA - Take a min and write down three things you really understood about KRA's.

LW - Reviewed at least 1x year, its not a job description, KRA should be goal oriented.

CP - Difference between a KRA and Job Description, The why behind a KRA and focus of the KRA - results. How to use the KRA to keep you on track.

AR - Its a working document that is geared toward opening up a discussion and feedback conversation related to the results of someones performance, making the best use of time of someones time energy and talent. , no more than 3-5 KRAs at a time, There is a difference between the JD and the KRA - KRA focuses on the results and is written.

Topic of the day: Why should we value the KRA? Why is it important?

A Keystone of how we run our business. What does this mean to us as we are talking about KRA's - The central stone at the summit of an arch that locks the whole thing together. The central principal of a policy system for which everything rests. Why would we say that KRA's would be the Keystone of the agency?

CP- It breaks everything we do down into bite sized pieces.

LP - allows for transparent accountability which will allow the goals of the agency a better opportunity to meet the goals we have for the agency.

AR - It drives and motivated the results of everything we do as team members at this agency which will help us be accountable and drive our business forward. - it provides clarity.

BW - The keystones our KRA will buy us accountability for living our core values vision and Mission. We have the capacity to train in a lot of different areas. We should get the results for our KRA's because we are living our mission, vision and values. Getting fidelity and those results will occur because we will be living out our mission vision and core values. This will get us the results because when we do those thing getting the outcome will be substantially greater because people will continue to want to work with you and have services by our organization. If we are not opperating with fidelity everything will start to fall apart and so these KRAs this Keystone will help hold us accountable and together.

- Picture of a bridge with the center top of the arch with a red block.



A Keystone: Pictured above for reference:

Building your KRA - What are some things that you want to make sure you want to get results from? Practice getting it down. Its a work at your own pace until we are given a deadline.

Learning from our conversation take away:

CP : The importance that we as an agency is placing in the KRA will help me moving forward.

LJ: Without the keystone you don't have a KRA: If you don't have a way to be accountable for the results of your work.

AR: Having written KRA's will help me to know what winning looks like and help me to be accountable to our agency mission, vision and core values.

End of meeting:

Vision Team

- *(add notes here)*