SAMPLE

This is a sample of a team enablement meeting as part of a series. This team was created from scratch and merged two existing teams together. This abbreviated facilitator sample follows up on a previous meeting where stated mission and values were established.

Facilitator Guide: LDET Biannual Retreat

Part 1: Mission and Values (12:45 – 2:00 PM)

Objective: Reconnect the team to our purpose, reflect on how our values show up in practice, and set achievable goals for AY26.

Activities & Prompts:

1. Mission Discussion

- What do we do?

- Why do we exist?

2. Values Recall

- What are the institution's values?

- Without looking them up, recall as many of our team's values as you can.

3. Reflection on Team Values

- Do we still adhere to these?

- When have we not?

- Are these still aligned with who we are and who we want to be?

4. Team Goals for AY26

- What do we hope to achieve?

- What is actually achievable?

- How will we know we've succeeded? (Define KPIs)

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Part 2: How We Get There (1:45 – 3:00 PM)

Objective: Develop a shared project management approach and connect it to team goals and measurable outcomes.

Activities & Prompts:

1. Bad Ideas Only – Worst Project Ever (15 minutes)

- In groups, create the worst possible project imaginable.

- Use post-its and the whiteboard to build a mind map.

- 10 minutes to brainstorm, 5 minutes to report out.

2. The Perfect Project (15 minutes)

- As a large group, reverse-engineer the mind map into the ideal project scenario.

- Guide the conversation visually using the whiteboard.

3. Building the Project Lifecycle (30 minutes)

- Use the worksheet provided.

- In pairs, fill in each of the 5 stages: Intake, Design, Implementation, Closeout, Arbitration.

- Refer to the mind map as needed.

- Report out and facilitate discussion: Where did we converge/diverge? Can we agree on a shared model?

4. KPIs and Metrics (15 minutes)

- Revisit team goals. What data or documentation do we need to know we've succeeded?

- Does the lifecycle support our goals and data tracking needs?

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