

slpqa summary report take-it-back agenda

Use this brief agenda during a staff meeting to engage your team in a short-term improvement planning process that can yield immediate results in program improvement. You should serve as a facilitator of this process with staff taking responsibility for analyzing and acting on the report.

Estimated Time: 30 minutes (Can easily go up to an hour, but this is the minimum amount of time that should be spent).

Materials Needed: For each participant – One copy of the Summary Report, one copy of Summary Report Guide.

Objective: Staff team will set two short-term improvement goals for the summer session that everyone can participate in completing.

Steps:

Time	Content
3 min	<u>Opening Activity:</u> 1. Ask everyone to say one thing they are proud of having accomplished with their youth this past week.
5 min 5 min	<u>Summary Report Review:</u> 2. Distribute copies of the Summary Report and Summary Report Guide. 3. Give everyone time to read the report and guide. 4. Ask the group: <ol style="list-style-type: none"> Which of the strengths stand out to you? What, if anything, surprises you about this report? What questions do you have?
5 min	<u>Choose an Area of Focus:</u> 5. Ask the group: <ol style="list-style-type: none"> Which of the suggestions would you most like to work on? Does the suggestion work for us the way it's written? Would you like to expand on or change the specifics of the suggestion?
5 min	<u>Formulate a Goal</u> 6. Work with the team to formulate two goals based on the area(s) of focus. <ol style="list-style-type: none"> Goals should be SMART (Specific, Measureable, Agreed Upon, Realistic, Timely). 7. Determine exact phrasing for goals.
5 min	<u>Lay Out Next Steps</u> 8. Determine the specific steps that individuals and the team need to take to reach the goals. (The team could be split into two groups with one group focused on one goal based on interest.) 9. Assign roles and establish a time to check back in (ideally the next team meeting).
2 min	<u>Closing</u> 10. Ask everyone to demonstrate, by holding up a number of fingers, how ready they feel to take the next steps. If you have time, one or two people can share an explanation for their answer. <ol style="list-style-type: none"> 1= I am not ready and need more time with this information. 3= I am ready but still have questions. 5= I am ready to begin right now!