

Cummings Collaborative, LLC Preparing the Group

Organization: _____

Date: _____

Purpose: Helps customize the Strategic Visioning Process. Clarifies Outcomes, Agenda, Roles and Rules (OARRs). Garners group buy-in, encourages cultural awareness and involves participants in establishing expectations.

Application:

- First, provide the Go-Stop Agenda to the group. If it is a multi-session or multi-day visit, provide the comprehensive visit Agenda to the attendees (i.e., dates, times, people involved, topics, etc). Write it on the whiteboard, Wall Sticky Notes, display digitally or in a virtual document. Walk attendees through the Agenda, in detail that is warranted for that opening session.
- Ask attendees if they have any questions about the Agenda.
- Next, define the groups of people involved in the process and their respective Roles (i.e., Collaborative members, leaders, administrators, faculty, stakeholders, etc). Write these on the whiteboard, Wall Sticky Notes, display digitally or in a virtual document.
- Ask attendees if they have any questions about the Roles.
- Next, establish the Rules for the process and comprehensive visit. Encourage attendees to provide some of the Rules for engagement. Write these on the whiteboard, Wall Sticky Notes, display digitally or in a virtual document.
- Ask attendees if they have any questions about the Rules. Ensure that attendees agree to the Rules.
- Next, encourage the attendees to establish Outcomes for the Process. Write these on the whiteboard, Wall Sticky Notes, display digitally or in a virtual document.
- Take pictures of the visual artifacts once the activity is finished.

Tips:

- Allow attendees to take notes and write down any comments to increase their learning and recall once the activity is finished.
- Customize the appearance to inspire the group of attendees (i.e., school colors and mascot, sports theme, innovation, leadership, transformation, etc).