

Agenda

Tribal Partnerships- TASK TEAM LEADERS' WORKSHOP: Key Steps and Best Practices to Effective Task Team Meetings

ADOT-Flagstaff District Training Room,
Thursday, April 1, 2010 from 9:30 a.m. – 3:30 p.m.

Objectives:

- Strengthen the tribal partnerships' internal capacity
- Provide existing and potential future task team leaders with guidance to be effective in their role
- Help existing and potential future task team leaders to effectively plan, facilitate and follow up on the task team meetings

Time

Agenda Items

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| 9:30-9:45 a.m. | ◆ Welcome and introductions to the workshop and each other |
| 9:45- 10:30 a.m. | ◆ Review of Handout: <u>Key Steps and Best Practices to Effective Task Team Meetings</u> (3 Phases: <i>before, during and after the Task Team meetings</i>) |
| 10:30-10:45 a.m. | |
| 10:45-11:45 a.m. | ◆ BREAK |
| | ◆ *Task Team Leaders present examples of their approach and strategy to illustrate each of the key steps/plus Questions & Answers for Phase 1 |
| 11:45-12:45 p.m. | □ <u>Before</u> each task team meeting |
| 12:45-1:45 p.m. | ◆ LUNCH |
| | ◆ *Task Team Leaders present examples of their approach and strategy to illustrate each of the key steps/plus Questions & Answers for Phases 2 & 3 |
| 1:45-2:45 p.m. | □ <u>During</u> each task team meeting |
| 2:45-3:15 p.m. | □ <u>After</u> each task team meeting |
| 3:15-3:30 p.m. | ◆ Final questions and develop Personal Plan |
| | ◆ Closing/Workshop Feedback |

**Task Team Leaders who are presenting include:*

Chuck Howe, Stan Robbins, Myra (Rusty) Rothman and Bonnie Opie