

Team Captain Agenda

Time	Task	Minutes	What to do
10:15 – 10:20	Get started	5 minutes	<p>Assign three roles:</p> <ul style="list-style-type: none"> • group leader/presenter • note-taker • timekeeper <p>Have everyone read their team challenge. Encourage them to make things up if they need to flesh out the scenario– but they have to note what they made up.</p>
10:20 – 10:25	Identify audience	5 minutes	<p>Tell groups to open the PEOPLE CARDS only.</p> <p>Encourage them to share all they know about the audience.</p> <p>Ask them to note the audience on the flip charts.</p> <p>Visit groups and listen for groups getting stuck or who have questions. Keep them moving.</p>
10:25 – 10:30	Refine objective	5 minutes	<p>If needed, make the objective more specific to match the audience.</p> <p>Ask them to note the objective on the flip charts.</p>
10:30 – 10:55	Design strategy	25 minutes	<p>Groups use the STRATEGY BLOCKS one-pager and TOOL CARDS.</p> <ul style="list-style-type: none"> - Things will go quicker if they split up the tool cards, with everyone reading a few and sorting them. - They can think of a phased strategy, and even focus on just one phase. - Suggest that they start by eliminating categories and tools (yes, no, maybe piles), eliminate tools they don't know. - The strategy can integrate with offline, real-world components. <p>Pick no more than 10 points worth of tools! (No need to use cards from all the categories.)</p> <p>Reassure your team!</p> <ul style="list-style-type: none"> - It's okay if it's hectic and confusing – so is reality. - The strategies don't have to be perfect.

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Time	Task	Minutes	What to do
10:55 – 11:05	Prepare to report results	10 minutes	<p>Each team should prepare to answer:</p> <p>Make sure they FINISH the flip charts!!</p> <ul style="list-style-type: none"> - Who is the audience? - What is the objective? - What tools will you use? - Highlight any trade offs, barriers, quick wins or assumptions
11:05 – 11:35	Groups report their strategies	30 minutes	<p>Each table DISPLAYS ITS FLIP CHART.</p> <p>Move the discussion along by:</p> <ul style="list-style-type: none"> - Asking groups to say only what they did differently from the previous groups - Limit the conversation to only the questions above
11:35 – 11:40	Choose the team strategy	5 minutes	<p>Facilitate the conversation using the following techniques:</p> <ul style="list-style-type: none"> - Identify commonalities between the strategies - Suggest combinations of strategies - Ask people to make choices by show of hands, e.g. “Should we focus on California or New England?” <p>Final strategy must use 10 points of tools (or less)</p>
11:40- 11:45	Choose a presentation team	5 minutes	<p>Identify volunteers and conscripts to work on various elements of the all-staff presentation:</p> <ul style="list-style-type: none"> -Will there be video or visual elements? -Who wants to go up on stage? -Who will make sure it all comes together, including submitting the materials? <p>There’s no limit to the number of people who can help, though plan to send only one or two on stage.</p>