

**Faculty/Staff In-Service**  
**“Celebrating Our Work and Our Team”**  
**Agenda [Facilitator’s Version]**

**Purpose of Session:**

To strengthen our team by learning more about each other and about others’ thoughts/suggestions for achieving organizational excellence at XXXXXXXX.

**3:30-3:45 Team “Treasure Hunt”**

*[Hand out “Treasure Hunt” sheets to participants as they enter the room. Each sheet should contain the instructions, 2-3 attributes, and a place for the person possessing that attribute to sign his/her name and department. (The attributes are listed on the following page.) Once participants have identified the persons with the desired attributes and gotten their signature, they should take a seat. Call time after 10 minutes.]*

**3:45-3:50 Welcome**

*[Bring welcome, take care of any house-keeping/announcements; introduce facilitators]*

**3:50-4:00 Opening/Debrief Ice-Breaker**

*[Give purpose of event, introduce Agenda, via PowerPoint; give some “climate-setting” remarks; spend a few minutes polling the audience, re: their responses/discoveries regarding the Treasure Hunt. (List all attributes on PowerPoint?)]*

**Instructions for Group Activity**

*[Explain “Start/Continue” Process, via PowerPoint; emphasize that it is a brainstorming activity and that each participant should take no longer than 1 minute to give his/her response. Let them know that the newsprint will be collected, summarized and returned to them. Call time at 4:20]*

**4:00-4:20 Group Activity: Stop/Start/Continue**

*[Each table will have 3 sheets of newsprint rolled up and one of 7 areas, written on table tents and placed on the table:*

- Staff Recognition and Appreciation
- Communication/Information-Sharing
- Curriculum/Instruction
- Student Services
- Team-Work/Productivity
- Resource Development/Allocation
- Staff Development/Team-Building

*Tables select a recorder. Each person at the table then suggests one practice, policy or procedure that should be stopped, started or continued to achieve the desired results. The recorder writes each person’s suggestion in the appropriate column on newsprint.]*

**4:20-4:30 Activity Debriefing/Closing Remarks**

*[Show the list on PowerPoint; for each, get a few people to share what their table decided should be stopped, started or stopped. Wrap up with some motivating words of wisdom.]*