

# Cool Block Leader's Team Building Agenda



Meeting Total Time: 1.5 to 2 hrs.

LAST UPDATED: 2/8/17

	PURPOSE	Time
<input type="checkbox"/>	<p><b>Before Meeting –</b></p> <p>E-mail Team members 2-3 days before with a meeting reminder:</p> <ul style="list-style-type: none"> <li>- Remind them to read a bit in The Cool Block book (private link provided by your program manager): The Introduction; optionally, Part 1; and the Program Architecture section in Part 2.</li> <li>- Ask them to take the very brief online pre-program <a href="#">Cool Block Assessment-Survey</a> to refer to at the meeting. This assessment will help your team members think about the needs and opportunities on your block, in preparation for creating a Team Purpose (see step 3 below). NOTE: This assessment will be taken both before and after the program, and its results will be analyzed in collaboration with our research partners.</li> <li>- Ask them to bring their calendar (for step 7 below)</li> <li>- Collect your team's supply of physical books to provide at the meeting to those who need them</li> </ul>	<p>[ date / time ]</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Register at <a href="http://coolblock.org">coolblock.org</a>.</li> <li>- Review the website <a href="#">introduction video</a> (available at TOOLS-Help)</li> <li>- Create your first Action Plan:               <ul style="list-style-type: none"> <li>* Review Topic 1: Read pp. 120-126, and scan action recipes on pp. 130-157.</li> <li>* Set your Cool Block goal, calculate your household carbon footprint to discover your precise CO2 reduction goal, and create your Action Plan for Topic 1 (pre-selecting for Topic 2) using the online tool at. Print your Action Plan to bring to your meeting.</li> </ul> </li> </ul>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Read pages 109-118 to prepare for this meeting.</li> <li>- Write the Agenda below onto a poster board, whiteboard, or flip chart</li> <li>- Prepare copies of the <i>Cool Block Topic Schedule Handout</i> and a few copies of the <i>Cool Block Recognition Program</i></li> </ul>	
<b>1.</b>	<p><b>Social Time -</b></p> <p>Be sure to include "Social Time" on the agenda, so people see that this is intentional time, and not merely waiting for people to arrive.</p>	<p>15 min.</p>
<b>2.</b>	<p><b>Welcome, meeting purpose and share agenda.</b></p> <p>You may wish to use <a href="#">The Cool Block – A Deeper Dive</a> to orient everyone.</p>	<p>5+ min.</p>
<b>3.</b>	<p><b>Create Team Purpose Statement</b> (Poster paper is handy.) Ask everyone to come up with something to include, informed by the Cool Block Assessment-Survey. Piece it into a statement. A volunteer can wordsmith it later.</p>	<p>20min.</p>

4.	Review <b>meeting structure</b> and program order.	15 min.
5.	Review how to calculate your <b>carbon footprint</b> and share your own footprint and what you learned from calculating it.	10 min.
6.	<p>Review <b>goal setting, actions, and action plans</b>.</p> <ul style="list-style-type: none"> <li>- Introduce the Recognition Program (see handout) to inform goal-setting.</li> <li>- Show how to use the website to set a goal, run the calculator and create an action plan to bring to the next meeting. Use the <a href="#">website introduction video</a> to make this easy.</li> <li>- Share your action plan for Topic 1: Creating a Cool Lifestyle.</li> </ul> <p><i>Note: Topic 1 is unique in that it includes a carbon footprint calculation, and a request to pre-select from Topic 2 to move toward your overall carbon reduction goal.</i></p> <p>Review the local resources specific to the actions in your action plan; present a local resource to the team. (Ask your Program Manager if there are any special local resources the city would like high-lighted.)</p> <p><i>NOTE: Your city's local resources will become visible after you add your team members into your team on the website.</i></p>	20 min.
7.	<p><b>Select topic leaders and schedule meetings.</b> Use: <i>Cool Block Topic Schedule Handout</i>. Be sure people know how to access <i>The Cool Block</i> e-book. Distribute copies of printed Cool Block book to those who prefer a physical copy.</p> <p>Note: If someone cannot host, perhaps they can be a topic leader and have a hosting buddy.</p>	10 min.
8.	<p><b>Create Mutual Accountability.</b></p> <p>The most successful teams adhere to these ground rules. If someone chooses not to opt in, have a conversation – How can we support you? Or discover they are not yet committed, and mitigate this supportively, and may need to honorably step away.</p> <p>Bottom line: Commit to planning and taking action; commit to helping each other succeed.</p>	10 min.
9.	<p><b>Homework for all:</b> Calculate your carbon footprint. Set your carbon goal. (p.123-125), Read Topic: Creating a Cool Lifestyle and fill out action plan on website. Bring CO2 calculation and bring Action Plan from website to the next meeting.</p>	5 min.
10.	<p><b>Acknowledge team's accomplishments.</b> Take a group photo. (Close with team cheer or mixer activity)</p>	10 min.
<input type="checkbox"/>	<b>After meeting</b> write a brief report & e-mail to team members	
<input type="checkbox"/>	<b>A Week After the Meeting -</b> Contact Team to check on progress and offer support.	[date/ time]