

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>Before Meeting –</p> <p>E-mail Team members 2-3 days before with a meeting reminder:</p> <ul style="list-style-type: none"> - 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. - Ask them to take the very brief online pre-program Cool Block Assessment-Survey 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. - Ask them to bring their calendar (for step 7 below) - Collect your team's supply of physical books to provide at the meeting to those who need them 	<p>[date / time]</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> - Register at coolblock.org. - Review the website introduction video (available at TOOLS-Help) - Create your first Action Plan: <ul style="list-style-type: none"> * Review Topic 1: Read pp. 120-126, and scan action recipes on pp. 130-157. * 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. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> - Read pages 109-118 to prepare for this meeting. - Write the Agenda below onto a poster board, whiteboard, or flip chart - Prepare copies of the <i>Cool Block Topic Schedule Handout</i> and a few copies of the <i>Cool Block Recognition Program</i> 	
1.	<p>Social Time -</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>
2.	<p>Welcome, meeting purpose and share agenda.</p> <p>You may wish to use The Cool Block – A Deeper Dive to orient everyone.</p>	<p>5+ min.</p>
3.	<p>Create Team Purpose Statement (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 meeting structure and program order.	15 min.
5.	Review how to calculate your carbon footprint and share your own footprint and what you learned from calculating it.	10 min.
6.	<p>Review goal setting, actions, and action plans.</p> <ul style="list-style-type: none"> - Introduce the Recognition Program (see handout) to inform goal-setting. - 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 website introduction video to make this easy. - Share your action plan for Topic 1: Creating a Cool Lifestyle. <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>Select topic leaders and schedule meetings. 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>Create Mutual Accountability.</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>Homework for all: 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>Acknowledge team's accomplishments. Take a group photo. (Close with team cheer or mixer activity)</p>	10 min.
<input type="checkbox"/>	After meeting write a brief report & e-mail to team members	
<input type="checkbox"/>	A Week After the Meeting - Contact Team to check on progress and offer support.	[date/ time]