

TEAMS TIMELINE

WEEK 1: Face-to-Face

- Based on the PowerPoint
 - Introductions
 - What is the Force for Health?
 - Becoming a Member
 - Take courses on the Academy
 - Establishing Individual Goals
 - Review S.M.A.R.T goals
 - Take Away: Give members a Goal-Setting worksheet

WEEK 2: “Off-Week”

- Students become a member on the FFH website
- Completion membership of membership experience and “What is a TEAM?” course
- Contact members by email/text/video call
 - Establish process on individual goals
 - Members should be filling out the goal-setting worksheet
 - Provide encouragement to take individual goals and TEAM goals seriously
 - **Take Away-** Have individuals think about their strengths and weaknesses as a group member for next meeting

WEEK 3: Face-to-Face

- Review personal goals for each team member
 - Accountability
 - Feedback
- Introduction to IDEAS project
- Decide on the I.D.E.A.S project topic: **Identify a problem**
 - Based on community or school specific needs
 - Discuss roles for the project based on individual strengths and weaknesses
 - Use community Health Needs Assessment for reference

Have members complete the TEAMS survey

WEEK 4: “Off- Week”

- Members should be discovering ways to **Design and Develop** a plan to implement their project idea

- Have members communicate their thoughts/suggestions through the preferred group mediated outlet
- Have more than one solution to the need that was identified
 - Fundraiser? Campaign? Food drive?
- What outside individuals would need to get involved in order for this plan to operate efficiently and effectively?
 - **Take Away:** Come to next week's meeting with suggestions and comments in mind to share/discuss

WEEK 5: Face-to-Face

- Narrow down and agree on specific action plans for the need that was identified
 - Round robin discussion about each person's suggestions
 - What are the positives and negatives to each plan?
 - Use S.M.A.R.T goal setting to determine the effects of each proposed plan
 - S-Specific?
 - M-Measurable?
 - A-Attainable?
 - R-Relevant
 - T-Time -Bound
- **Take Away:** The next phase required roles to be established. Have members think about roles they may want according to the plan.

**Use necessary weeks in between to finalize details, address concerns/comments/questions about your plan **

WEEK 8: "Off- Week"

- Beginning the "E" stage: **Engage and Execute**
 - Choosing roles:
 - Based on ideas you may need an organizer, marketer, treasurer, campaigner, etc
 - Discuss individual strength and weaknesses of each member when working within a group setting
 - What suggestions for each role do members have?
 - TEAM LEADER- Who is going to be in charge of overseeing the entire process for the team because this is NOT the mentor's job
 - This person will take the Team Leader course on the Academy

WEEK 9: Face-to-Face

- Reiterate the conversation from last week about who definitely wants or fits into each needed role
 - Do members feel confident in their roles?
 - How can roles be changed if necessary to make the plan more effective?
- If individuals feel confident in their roles begin enacting their initial steps
 - Contacting necessary people
 - Creating marketing ideas or campaigns
 - What is the most efficient ways to make an impact in the specific community or school?
 - **Take Away:** Have the members communicate their thoughts/ideas to the group during this week (email, group chat, FB messenger, video call) and have members discuss/ provide feedback on each person's thoughts/ideas

WEEK 10- WEEK 11:

- Touch base about personal goals
 - What has been challenging? What has been easy? How can mentors help each other to achieve their goals?
- Members continue their process of contacting individuals involved in their designed plan
 - Use face-to-face time and personal time to talk with people
 - Update other members about the status of your role
 - Who has been contacted? Who still has not replied? What suggestions can you think of to be more effective? Can your role be combined with another mentor to make a bigger impact?

WEEK 12: "off-week"

- As a TEAM discuss the progress of each person
 - Is everything going according to schedule? If not, how can you work together to make it better?
 - Reach out to one another and understand what you can do for each other
 - How can roles work together?
 - What roadblocks are people facing?

WEEK 13-14: Face-to-Face

- As your TEAM narrows in on the execution of the project touch concerning:
 - Personal goals
 - The experience of enacting the plan

- Is each piece of the plan implemented?

WEEK 15-WEEK 17:

- Begin the “A” stage: **Assess and Analyze**
 - As a TEAM understand and discuss the portions of the project that worked and did not work
 - How was your TEAM measuring success?
 - Refer to the rubric for your TEAMS project to determine the overall success of each stage
 - Looking back what should have been changed?
 - This is an important area to address before the TEAMS presentation at the Leadership conference

Communicate with the outside contributors to discuss their experience working with your TEAM to gain feedback and advice for next time

WEEK 18-20: Face-to- Face

- “S” **Scale and Share stage**
 - Weigh the pros and cons of your TEAMS project
 - Understand the **WHY** behind the outcomes of the project
 - What made certain stages more successful than others?

WEEK 21-23:

- Your TEAM is now gearing up for our Force for Huntingdon Leadership Conference
 - How is your team presenting their project?
 - Who is responsible for what?
 - Has your TEAM practiced their presentation?

WEEK 25: FORCE FOR HUNTINGDON LEADERSHIP CONFERENCE!!