TRANSITIONS
Team Purpose

Session Purpose: Utilizing a discussion on purpose, provide clarity to team on priorities during time of uncertainty.

Session Overview:

During unprecedented times, exploring purpose can provide guidance and focus for the future. Defined as "your reason for being", a purpose statement should be one sentence that defines why your team exists. As change occurs, purpose statements bring team back to their central mission, while providing a framework to explore new opportunities.

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Session Outline:

VERIFYING PURPOSE QUESTIONS	FACILITATION NOTES
What is our purpose at CSU?	Have team discuss all four questions.
	If your team does not have a purpose statement, look for common themes.
Why do we do the work we do?	If your team has a purpose statement, review group comments. Do the comments align with current purpose statement?
What inspires our team to do our work?	Based on overall discussion, how would we define/redefine our over-arching purpose?
	Please Note: Ask team to please not focus on wordsmithing. The goal is not to generate a purpose statement but to use discussion to evaluate team focus and priorities during this unprecedented time.
How are we uniquely qualified to contribute to CSU?	

TALENT DEVELOPMENT

DEFINING THE SHORT-TERM QUESTIONS	FACILITATION NOTES
Based on purpose, what areas need to be our priority?	Have individuals generate list of priorities for team. Based on responses, you may have to organize by themes. Rank team's priorities. Consider using various tools for prioritizing. Both of these tools have a survey component: • Lino offers an online white board/post-it-note option for free: http://en.linoit.com/ • Poll Everywhere has a free service for 25 or less participants. Polling is anonymous on this tool. Narrow down to critical priorities.
Based on our change in work environment, did any new processes/procedures enhance our ability to do our jobs?	
If so, how do the new process/procedures serve our overall purpose?	Have group discuss question on new process/ procedures. Generate a list of processes/procedures to evaluate. Evaluate each new process and procedure using final question.

NEXT STEPS QUESTIONS	FACILITATION NOTES
How do we maintain our areas of priorities?	Ask team to generate ideas for maintaining priorities. A possible strategy for facilitating is to divide group up according to their responsibilities (if remote, could be assignment to report back on discussion in future meeting).
How do we focus on our priorities?	Decide as a group the strategies you will implement.
Given our priorities, can we currently implement any new processes/procedures?	A simple way to decide the question on implementing new process/procedures is to allow some time for discussion, then have team vote on decision to implement or not. Consider using Poll Everywhere or Linoit as tool to vote.
Next steps?	Ask team for any ideas on next steps