

# TRANSITIONS

## Re-Emergence: Development of a Short-Term Plan Forward Facilitator's Guide



**Session Purpose:** Reinvest in team's short-term future through exploring the variables of commitment, challenge and empowerment.

**Session Overview:** How do teams re-emerge from summer to move forward? This session is designed to revisit the foundation of the team (purpose and values), while recognizing the need to move forward by learning from the experience.

Contact for questions: Therese Lask can be reached by email: [therese.lask@colostate.edu](mailto:therese.lask@colostate.edu)

**Commitment-** a shared responsibility to honor purpose and values of the team.

Questions:	Facilitator's Notes:
Select one or more of the following questions:  What is our purpose at CSU?  Why do we do the work we do?  What inspires our team to do our work?	If your team has a purpose statement, review the statement to see if the purpose is still relevant.  If your team does not have a purpose statement brainstorm as a group the purpose for the team. An effective way to facilitate this discussion is to provide a pack of post-it-notes to participants. Have each participant write a short statement for how they see team purpose. Post all comments on flip chart/white board.  For remote teams, use the whiteboard in Microsoft Teams, or Lino offers an online white board/post-it-note option for free: <a href="http://en.linoit.com/">http://en.linoit.com/</a>  Look for consistent themes. Note: the goal is not to generate a purpose statement but to use comments to evaluate team focus on role within CSU.
What are our values?  How do we demonstrate the actualization of our values/and or Principles of Community?	Review your team's established values. If you do not have team values, use the Principles of Community or college/department values.  Have team members share examples of how values are shown in the workplace.
How have we honored our purpose and values during this difficult time?	A focus on purpose and values can provide the necessary framework to make critical decisions.  Brainstorm how the team has honored purpose and values

<p>How could we honor our purpose and values during this period of transition?</p>	<p>during transition to a primarily remote campus. Use post-it notes process is team is in the same location.</p> <p>For remote teams, use the whiteboard in Microsoft Teams, or Lino offers an online white board/post-it-note option for free: <a href="http://en.linoit.com/">http://en.linoit.com/</a></p> <p>Identify strategies the team will agree to utilize, using purpose and values during this critical time.</p>
--	---

**Challenge-** seeing the future as challenge, not a paralyzing event.

<b>Questions:</b>	<b>Facilitator's Notes</b>
<p>What did you have to let go of when the campus transitioned to primarily remote?</p> <p>What did you learn during this period?</p>	<p>For larger team, consider breaking into groups of individuals who typically work together.</p> <p>For remote teams, have small groups schedule a separate time to meet to answer all questions listed in the <i>Challenge</i> section.</p> <p>Have group present summary of discussion.</p> <p>Look for themes (technology, time, creativity).</p>
<p>What will you have to let go off now that you have returned to campus?</p>	<p>Continue with small groups.</p> <p>Have group present a summary of their discussion.</p> <p>Look for themes to address as an entire group.</p>
<p>Looking at the time working remote/or essential staff working on campus, did you make changes to how you performed your job? How?</p> <p>Should the changes you made continue? Why?</p>	<p>Continue with small groups.</p> <p>Have group present summary of their discussion.</p> <p>Look for themes. The next focus of discussion, Empowerment, will explore opportunities to apply what individuals have learned.</p>

**Team Empowerment** – to focus energy on opportunities and responsibilities where the team has control.

Questions:	Notes:
What is within our control as a team?	Generate a list with entire group. Ask each person to contribute one opportunity/suggestion.
Looking at the list, what activities/responsibilities align with our purpose and values?	<p>Consider dividing the group, have each small group take opportunities/suggestions from list generated.</p> <p>For remote teams, have small groups schedule a separate time to meet to answer all questions listed in the <i>Challenge</i> section.</p> <p>Have group evaluate if opportunities/suggestions align with purpose and values.</p> <p>Each group presents summary of their discussion.</p>

**Next Steps: Moving your team forward**

Questions:	Facilitator's Notes:
What would our short-term plan look like?	Focus on what would empower the team. Remember how much change the team has already experienced. Pursue short term projects so team feels forward movement.
Development of plan.	<p>Think about who on your team can draft a plan that reflects their discussion.</p> <p>Review plan ongoing- monthly is ideal.</p>