(1) ONE UNC Health: Teammate Connect #2 Meeting Leader Prep

Basics

- <u>Who</u>: Typically, a leader completes the connect with their reports. It could be a leader with teammates or colleagues they often meet with.
- <u>What</u>: A 10-15minute, facilitated conversation about our Goals and shared culture and strategy as ONE UNC Health.
- <u>Why</u>: To better connect teammate contributions with our Goals on our ONE UNC Health journey.
- <u>When</u>: October; this is the second in a series for 2022.
- <u>Where</u>: In person, a virtual video call or a hybrid.

For the Best Experience

- The group should drive the discussion while the leader guides and personalizes it.
- The group should take turns responding to questions.
- Host groups of 15 or fewer (though you can have larger groups).
- Take more than 15 minutes if there is time (e.g., at a staff meeting); larger groups may need more time.
- Include this experience in an already scheduled meeting.
- Stand if possible (even if meeting virtually).

Before

- Print for yourself the slides with notes to review.
- Prepare a few examples and talking points where indicated in the notes on some slides.
- If there's no projector, print slides for the group to refer to.

During

- Make the experience your own by using the Say, Ask and Do notes as a guide for what you should say, ask and do during the experience.
- Be an effective facilitator by:
 - Maintaining a high energy level
 - Shifting participation
 - Being an active listener
 - Helping keep the group focused
- At the end, share the QR code on the last slide to collect feedback.

