

Training Module 4

Lead – Practice

The Lead-Practice module guides you through running and reviewing your first meeting. You will also plan ahead so that you are prepared and can focus on producing results with your group.

Your Learning Objectives:

- Lead and review your first meeting
- Identify specific areas for planning and improvement
- Establish your leadership approach including communications
- Apply your work to your first/next three meetings
- Get to know your group members (their strengths, interests and current roles)
- Implement your reporting process

Your Learning Sequence:

- Review [sample meeting agenda](#)
- Plan your first group meeting
- Outline your meeting using Sample Group Meeting format. Ask the following questions: What outcomes are you seeking from this meeting? How "mature" is the group? What level of group planning already exists? How can you energize and inspire the group? Include ways to acknowledge success and express appreciation.
- Fill in the meeting plan details detail appropriate to this group at this time and to the partners who will attend
- Convene, run and review your first group meeting as Group Leader
- Note your observations and any feedback to discuss with your mentor. What went well? What would you like to improve? What would you like to do differently?
- Congratulate yourself on your courage and hard work
- Identify one goal for yourself as a leader
- Use the resources identified to strengthen your planning and your skills
- Consider how to work your goal as you lead the group
- Plan upcoming group meetings (recommend 2 meetings in advance in advance to move towards the group's annual plan)
- Review group organizational and planning materials:
 - [Helpful Organizational Tools for Your Group](#)
 - [Getting Started on Group Planning](#) (for groups without a planning track record)
 - [Current group planning guide](#)
 - [Group role options](#)
 - [Ladder of Engagement tool](#)
- Prepare/review reports and submit
- Participate in weekly Group Leader meetings led by Regional Coordinator
- Assess need for and value of additional skills and identify resources
- [Sustaining Groups](#) (building and sustaining group engagement and development)
- [Group building and leadership](#) (setting goals, communicating for success)

Optional: Pairing with Mentor Mentor Goals	
Review learning for each segment and offer tools/resources	<ul style="list-style-type: none"> ● Planning and leading group meetings ○ Sample weekly group training call ● Approach to leadership role ● Setting and working to goals ○ Group Inventory Worksheet
Preview next level skills	<ul style="list-style-type: none"> ● Communications, planning, delegating, reporting ● Provide coaching about what to expect when applying the learning in this segment
Acknowledge and encourage	<ul style="list-style-type: none"> ● Recognize progress and thank Group Leader ●