



"Local Services, Global Reach"

Tips on How to Keep your Team Focused

Sample Workgroup Session
National FJC Alliance

Agenda

- Start Time:
- End Time:
- Reason for Meeting:
- Objective – When this meeting is over we will have completed the following:
 - 1.
 - 2.

Assignment of Roles & Introductions

- Facilitator:
- Co-Facilitator:
- Note taker:
- Time Keeper:
- Reporter:
- Introductions of members:

Ground Rules for Meeting

- Group Exercise:
 - Come up with at least three ground rules for the conducting the meeting.

Ground Rules for Meeting

- Adopt some or all of the following rules:
 - Meetings begin and end on time
 - Attendees must actively participate
 - Turn off cell phones, PDAs or beepers
 - One person talks at a time
 - No side conversations
 - Respect others and their opinions
 - Speak up if you have something to say
 - Agree on what is confidential
 - Seek consensus or vote.



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Sample Workgroup Meeting

Buy-In

Chapter 4: Getting Buy-In

- Overview:
 - Identify all the Key Players
 - Developing Strategies to obtain Buy-In
 - Building Relationships
 - The Process is Important
 - Worksheet for Next Steps
 - Resources

Chapter 4: Getting Buy-In

- Group Exercise: Make a long list of all the Key Players
 - This list should include all those who may support or oppose the initiative of co-location
 - Include all potential on-site and off-site partners, community advisors, and potential funders

Chapter 4: Getting Buy-In

- Group Exercise:
 - Create a list of tasks that members of your planning committee can do to obtain buy-in for your Center:
 - Schedule a meeting or make a phone call to a certain individual to discuss co-location
 - Convene an informational meeting to discuss co-location and invite everyone
 - Request a letter of support or endorsement
 - If an agency is not supportive, find out why.
 - What else?

Chapter 4: Getting Buy-In

- Group Exercise:
 - List strategies on how build and maintain strong working relationships:
 - Start and maintain a mailing list of all key players
 - Take notes of all meetings and share them
 - Keep stakeholders informed through phone calls, regular meetings, emails, newsletters, websites, etc.
 - What else?

Work Sheet for Next Steps

| What needs to be done? | Who will do it? | When? |
|--|-----------------|---------|
| Draft a letter of support | | 10 days |
| Obtain 10 letters of support | | 30 days |
| Create a mailing list | | 30 days |
| Hold an informational meeting about the Co-location Model | | 30 days |
| Launch a website using sample template provided by the FJC Alliance | | 60 days |
| Hold a 2-day strategic planning session to create a shared vision for the Center | | 90 days |

Work with the Alliance to Determine your Resource List

- Sample Letter Requesting Support
- Sample Letter of Support
- Sample Letter of Invitation to a Community Presentation about the Family Justice Center
- Photos of Community Presentations & Press Conferences

Resource List

- Hope for Hurting Families: The Book
- Hope for Hurting Families II: The Manual
- Frequently Asked Questions about the Family Justice Center Model
- Attend Monthly Webinar provided by the Family Justice Center Alliance
- Attend Annual International FJC Conference
- Website: www.familyjusticecenter.org

Let's Practice Together

- You want to get lots of media coverage to alert your community to a problem and a solution.
- You want to recruit volunteers.
- You want the Editorial Board to help.
- How?



Work Sheet for Next Steps

| What needs to be done? | Who will do it? | When? |
|------------------------|-----------------|-------|
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Reminders for Dreamers & Doers

- Be Focused and Persistent
- Be Overcomers: Politics, Turf Issues, Competing Priorities, Enemies, Money, and Personality Conflicts
- Stay Humble During the Journey
- Learn from past mistakes
- Listen to advocates/survivors
- Always aspire, never settle