
Agenda for Module 5 Team Content Discussion Meeting (Assignment 5.1b)

1. (Host) Make sure it is recording.
2. Facilitator & Team Members) **Introductions.** I know who you are now so just need to know the team #, date/time of the meeting, and what your roles are.
3. (Jokester) **Joke of the Day** Jokester shares a joke he or she has brought with him/her to the meeting.
4. (Facilitator & Team Members) **Team Building Activity:** This team building activity requires some thinking in advance of the meeting.

Think of your own experiences or those you have heard about and discuss some of your experiences with more “controlling leaders” and how that influenced your motivation, your productivity, and your organizational loyalty when compared to more “empowering leaders.” If you have served in a leadership capacity what was your leadership style? Often when one hears about more democratic leadership or empowering leadership styles, they argue that it won’t work because “someone has to be in charge, someone has to make a decision.” What is wrong with that argument? **Don’t forget to challenge!!!**

I’ve worked in public service for about 15 years. When I worked at city hall in finance, I had one of the worst Finance Directors, Managers and Supervisors I have ever had. They didn’t want me to attend PD. They didn’t think I needed business cards, although I dealt with the public the most out of all of my colleagues and managed low income programs on my own. All three levels of bosses were controlling and didn’t want to give me the recognition I deserved. It didn’t stop me from working hard and doing my job well. It was demoralizing to hear from my director that my cubicle was too big for my title.

In my leadership style with the students at my school, I am a democratic leader. I listen to the students but I also ensure what I think is best for our team is implemented.

I believe that having a leader to make decisions is important in some projects. I also think there doesn’t have to be just one leader. I think in our group we are all leaders and make decisions and it works just fine.

5. Facilitator & Team Members) **Team Members’ Preparedness.** Each member identifies those readings and videos which they have not yet completed. (Be honest!)

Discuss any adjustments needed to the agenda as a result. (NOTE: Be sure you have submitted your Notes for Module 5 Learning Materials before the meeting.)

Those readings/web pages/videos include the following. (NOTE – this is just the check-in, the discussion prompts for each one are later in the agenda):

- Overview Module 5
- Textbook: Chapters 5 and 6
- Article: How Successful Leaders Think
- Article: Why is it hard for leaders to work together?
- Website: Dealing with Power and Influence sections 1, 2, 3 (not the video), 4, and 6
- Video: The Marshmallow Challenge

Each team member should indicate what they have NOT read/watched including the agenda for the meeting and the related instructions. See the list above for what should have been read/watched in preparation for this meeting. You can move the item to the next meeting for discussion if too many of the team members missed a reading/video.

Try not to be too defensive if you have missed something but the team should discuss what they can do to make sure everyone has time to prepare fully for the meetings. Do members need reminders or were the meeting too early in the week? If procrastination is a problem, there are many resources online to help with this. (I found some of them helpful in my own struggles with procrastination.) You can't be a fully functioning member of the team and offer your most useful comments if you haven't prepared for the meeting. Your teammates do want to hear your perspective!

HOLDING EACH OTHER ACCOUNTABLE IS THE MOST DIFFICULT PART OF THE COURSE. Please do it anyway!

Did you submit your Notes (Assignment 5.1a) in preparation for this meeting?

6. (Facilitator & Team Members) **Review Dr. Chanley's Feedback from last meeting(s)**
7. (Facilitator & Team Members) **Review Agenda & Make any needed changes**
8. (Facilitator & Team Members) **Discussion of readings/videos.**

Below are the prompts for Module 5 and for the assigned readings/videos:

For your content discussion this module, please think about the readings/videos/website as a whole and comment on the following:

- a. What you have learned about team leadership that you think will be helpful in the "real" world of organizational leadership.

There can be more than one leader in a group.

b. In a self-directed team, such as the one you are on for this class, what of the leadership materials/hints/etc. can you use now? In other words, what leadership skills can be applied in circumstances where you aren't the designated leader?

Listening, being compassionate, sympathetic and empathetic is important. I believe having a good connection and interpersonal skills is one of the most important leadership traits to possess. I know having a leader with these qualities makes me a better employee and more productive.

c. How would your experience in this class have been different had I appointed or each team had elected a particular student as the team leader?

I think it would have been a struggle because we are all true leaders. I would have complied because it's what you would have wanted. I believe being a good teammate is just as important as being a good leader. It definitely would have changed the cohesiveness with our team.

You do not each need to reference every one of the assigned learning materials but it is important that you tie at least some of them together and think critically about how they will be helpful in your own leadership.

9. (Facilitator & Team Members) **Other thoughts, comments, discussion points.**

10. (Facilitator & Team Members) **Questions for Dr. Chanley?**

11. (Facilitator, Jokester/Assessor, and Team Members) **How did this meeting go?**

Rely on the materials from the George Washington University web site for questions to assess how the meeting went. Here is the link: [Team Effectiveness](#)

12. (Facilitator) **Any changes needed for next meeting?**

13. (Facilitator) **Review the instructions for next meeting and set up roles and date/time.**

Preparation needed for Module 5 Assignment Discussion (Assignment 5.3) – this is the interview

- Review instructions

You will use your interview guide including the items in the template I provided for the pre- and post-interview discussions as your agenda for the interview meeting.

