

# Team Building



SANGER LEARNING CENTER

## Weekly Planning Meeting Semester Worksheet

### Facilitation & Leadership

### Content

Week	To help preceptors...	Activity	Supporting Materials to Agenda	For follow up Thoughts for next time & things to change
example	Encourage all attendees to participate	Draw the dog	Jeopardy game	Groups were too big - make groups of 3-4 next time
1		True Colors		
2		Conflict Style	Model Agenda	
3		Draw the Dog		
4		Self Quizging	Time Mgmt + Distributive	study
5		Mnemonics		
6		Feedback P-P		
7		Role Play P suggested situations		
8		Assertiveness training		
9		write content questions or game		
10		↓		
11		Appreciation		
12		Using writing		
13		Role Play Agenda		
14		Reflectant suggestions		

Emb Bay  
Pamela Acton  
for situations

THANK YOU SENIOR PRECEPTORS!! YOU ARE ESSENTIAL TO PLUS!!

## Weekly Planning Meeting Semester Worksheet (example)

Week	To help preceptors ...	Activity	Supporting Materials to Agenda	For follow up Thoughts for next time & things to change
example	Encourage all attendees to participate	Draw the dog	Jeopardy game	Groups were too big – make groups of 3-4 next time
1	Meet one another and learn about PLUS	-Icebreaker: what is unique to only you in this room? -Dr. Finklea's introduction and logistics from me -Lead an agenda topic as an example for the preceptors		It works great!
2	Develop an efficient strategy to solve a Genetics problem	-Complete consensus sequence agenda topic (I completed the first problem; for the next problems, I grouped the preceptors and each group reported the answer after solving)	Consensus sequence worksheet	
3	Encourage participation	-Draw the Dog -Troubleshoot any existing study group concerns		-Make Draw the Dog a genetics-themed activity or use an agenda topic
4	Be assertive	One preceptor interrupts someone who won't stop explaining an answer		
5	Develop an efficient strategy to solve a Genetics problem	-Lead the selective vs. nonselective media agenda item for the first column, emphasizing the importance of explaining reasoning -Have other preceptors lead the other columns		
6	Learn how to draw an idea map	-Lead the idea map activity, having preceptors tell me what to write and what connections to make		
7	Be creative and develop their own activities	-Brainstorm ways to creatively lead the <i>lac</i> operon agenda topic		-Physically acting out parts of the operon and/or drawing on the board/moving paper cutouts are great, interactive strategies!
8	Be creative and use mnemonic devices	-Think of a mnemonic to remember steps of molecular cloning		Mid-semester survey showed that they wanted this activity. It was fun but can be difficult depending on the topic
9	Appreciate their hard work!	-Share a genetics-themed dessert, relevant to their current lecture topic (and have the preceptors guess what the dessert represents)		
10	Integrate course knowledge	-Dr. Finklea usually leads the agenda topic demonstrating a mutagen flow chart		
11	N/A	-I let the preceptors leave after they asked content questions and any PLUS group questions		-Be aware of your preceptors' energy/course load and let them go early sometimes
12	Learn about their personalities	-Lead Ethics and Leadership Institute "True Colors" activity.		-Fun! But thinking of songs for each color is challenging