



# Planning for an Effective Coordinated School Health Team

**Working on these processes will help make a strong team:**

## Team Membership/Climate

- Our team members represent the eight components of Coordinated School Health (CSH).
- Each team member is clear about his or her role in implementing CSH.
- Team members feel free to bring forward problems that may affect the team's performance.
- The climate is one where everyone helps each other when necessary to accomplish our work.
- We strive for openness, respect and active participation in meetings.
- We have agreed on how our meetings will be convened, facilitated and how our progress and decisions will be documented.
- We take time to celebrate successes, both large and small.

A team climate strength we have \_\_\_\_\_

\_\_\_\_\_

Something we need to keep in mind to work on regarding team climate

\_\_\_\_\_

## Team Direction

- We are clear about the scope and boundaries of our work.
- Our team understands the mission of implementing Coordinated School Health.
- The mission of our team is more important than our individual goals.
- We are focused on creating *sustainable* solutions and plans.
- We understand our school/district, and how the work of our team fits into the big picture.
- We know how to get resources to support our team.
- We understand the purpose of a School Health Improvement Plan (SHIP).

A team direction strength we have \_\_\_\_\_

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Something we need to keep in mind to work on regarding team direction

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## Team Accountability

- Our team is clear about what other interested parties expect from us.
- We have developed a set of operating agreements that guide the way we work together.
- We have an agreed-upon decision-making process.
- We know how our work will be measured.
- We know who is responsible for what, who needs to be informed, and who, if anyone, has veto power.
- We have a plan for sharing information and decisions that come out of our team meetings.

A team accountability strength we have\_\_\_\_\_

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Something we need to keep in mind to work on regarding team accountability

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**Three actions we need to take soon to begin building an effective team:**

1.

2.

3.

What does it take to transform a  
**GROUP**  
into a  
**HIGH PERFORMING CSH  
TEAM?**

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Transform your group...

- Team Climate
- Team Direction
- Team Accountability

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Climate



- What does it "feel like" to be part of this team?
- Issues that affect team climate
  - Inclusivity
  - Openness
  - Respectfulness
  - Attention to personal needs
  - Modeling by facilitator, leader

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## Climate



- Do we have the “right” members?
- Do members know what their role is?
- Is our meeting schedule/format workable and flexible enough?
- Do we know who is in charge?

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## Climate



- How do we document our progress?
- Do we have room for creativity?
- Are team members getting their interpersonal needs met?
- Do we celebrate our successes...both large and small?

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## Direction



Every team exists for a specific purpose. Direction keeps us on target, preventing that age-old mistake,

“Ready, fire, aim!”

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## Direction



- Tells us where we are going
- Defines what we are trying to achieve
- Focuses actions purposefully toward team goals
- Helps us figure out how we'll get to our goals

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## Direction



- Clear direction helps set priorities that are essential to assigning resources, and creates commitment and alignment to the team's purpose

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## Direction



- Three factors to consider
  - Vision - creating a mental image of what the team can contribute
  - Mission - defining purpose
  - Goals and objectives - desired end results with specific actions and activities to obtain those results

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## Direction



- Mission statement questions...
  - What do we contribute that would not happen if we did not exist?
  - Who do we serve and what are their interests?

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## Direction



- Do we know our boundaries?
- Do team members understand what Coordinated School Health means?
- How do we fit in with district/building priorities?

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## Accountability



There are two kinds of accountability for the team to consider - accountability **within the team** itself, and accountability to those **outside the team**.

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## Accountability



- The process of agreeing on what results the team is expected to achieve, specific projects and plans, and how the team will be responsible to each other and to the organization

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## Accountability



- Three factors to consider...
  - Operating agreements - how team members agree to work together
  - Project planning - how to get the work done on schedule
  - Acceptance - ensuring that the work of the team will be supported by the school staff/ community

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## Accountability



- Accountability **inside** the team...
  - Who is responsible for what?
  - How will conflicts be resolved?
  - What behaviors are encouraged and what is taboo?
  - How will we make decisions and support them?

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## Accountability



- How will we make decisions?
  - Decide **how to decide** early on
  - Consider the impact of trust and time on decision-making
  - Revisit your decision-making strategy after you've had a chance to use it several times. Strive for win-win strategies.

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## Accountability



- Accountability **outside** the team...
  - Who needs to be informed or consulted?
  - Who holds veto power?
  - Whose input and resources are needed?
  - How do we get commitment from those who can make or break our success?

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