

ELS Program Development Team

Agenda-Setting Using the R.E.P.E. System

Review

- Review (and/or evaluate) educational activities/events conducted since the last meeting
- Review (and/or evaluate) needs assessment conducted since the last meeting
- Review (and/or evaluate) public relations and marketing activities that have occurred since the last meeting
- Review items that were tabled/discussed at the last meeting
- Review any item(s) left hanging from previous meetings

Educate

- Provide a learning experience in every meeting!
- Help PDT members to learn and grow, personally and professionally
- Explore new (and/or non-traditional) educational topics
- Build team member skills
- Learn something new about your Extension Program
- Study and explore program issues
- Educational topics might be related to any of the following: program goals or needs; new data or research; previously addressed or unaddressed problems; leadership skills needed to carry out PDT roles; information to help team members learn about Extension
- Presenters might include: CEA's; CEC's; Collaborators/Partners; Specialists; PDC/PDS; DEH; other educators; Community Leaders; Elected Officials

Plan

- Plan for upcoming educational programs and events encouraging participation from all members
- Provide a calendar/list of upcoming educational programs/events
- Provide a detailed list of needed tasks for each activity; provide time for PDT members to select the tasks they will perform
- Make volunteering/assigning tasks a routine part of each meeting
- Encourage PDT members to enlist other volunteers to perform identified tasks
- Remember to follow up on assignments

Engage

- Plan roles and tasks members will play in other areas of program development (i.e., needs assessment; communication, evaluation, etc...)
- Include team building; exercises
- Recognize and celebrate accomplishments
- Encourage involvement at every meeting and throughout each step of the program planning process
- Thank individuals for specific roles/tasks they have played since last meeting

ELS Program Development Team Meetings

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DO'S & DON'T'S

Do ...

- Make the meetings fun!
- Be certain that members leave with a “task” or assignment.
- Ensure that members have roles in all program development steps.
- Team building occurs in every meeting; plan it!
- Convey thanks and recognition for what members have done. These are great motivators.
- “Personal is important!” Celebrate members’ personal accomplishments; relate to their family/network

DON'T ...

- Monopolize the conversation (under 50%)
- Show up unprepared
- Be negative
- Feel like you have all the answers
- Expect to get it perfect the first time