

# WISe Team Meeting Components



# 12 Team Meeting Components



- 1 Facilitate introductions and review agenda
- 2 Set ground rules
- 3 Share a family and youth vision statement
- 4 Construct a team mission statement
- 5 Develop a list of strengths
- 6 Develop a list of needs
- 7 Prioritize needs
- 8 Develop outcomes
- 9 Brainstorm strategies
- 10 Assign action steps
- 11 Summarize and agree on plan
- 12 Schedule next team meeting

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# 1. Facilitate Introductions and Review Agenda



1

Ask the youth and family to introduce themselves first.

2

Consider having other team members include their role (formal supports) or how they know the family (informal/natural supports).

3

Bring a copy of a written agenda for everyone or write it on easel paper for everyone to see.

4

Discuss meeting agenda with the family and youth before the meeting.

## 2. Set Ground Rules



1

A discussion about ground rules to refer to during difficult times should take place at the first meeting.

2

Avoid including the word “not”. Ground rules should include desired behavior rather than what they do not want.

## 3. Share Family and Youth Vision Statement



1

The language used by the youth and family should be preserved in the final vision statement.

2

Avoid letting team members add to the family vision; however, team members may need clarification.

3

If the vision statement is constructed at the team meeting, consider recording major themes and edit final statement at a later time.

## 4. Construct a Team Mission



1

The team should formulate a mission statement that is focused on what the team needs to accomplish during their time together and how they will know when they are done.

2

All team members should add to the mission statement.

## 5. Develop a List of Strengths



1

The care coordinator, family partner and youth partner should talk with the family about their strengths prior to the first team meeting and help them list their strengths for the team.

2

The youth and family should list their strengths first and then all team members should add to these strengths.

## 6. Develop a List of Needs



1

Team members should state all concerns or identified problems in needs-based language: “I need..., we need..., etc.”

2

Needs are not services. Team members should be redirected to state the real need(s).

## 7. Prioritize Needs



1

Facilitate a discussion with the team about which needs should be prioritized to work on over the next 30/60/90 days.

2

Generally, teams work better with less than five needs prioritized at one time.

## 8. Develop Outcome Statements



1

Statements that answer the “what” question—what will life look like when the need is addressed—reflects the team’s preferred solution or end result.

2

Remember statements must pass the S.M.A.R.T test.

## 9. Brainstorm Strategies



1

Help your team brainstorm at least five strategies that include a blend of formal, informal and natural supports.

2

Brainstorm strategies that draw from the list of strengths of the youth and family, and strategies that will help achieve the outcome.

## 10. Assign Action Steps



1

Each strategy should include specific action steps and be assigned to a specific team member.

2

All team members should have action steps for the strategy that will help achieve the outcome statement and meet the need.

# 11. Summarize and Agree on Plan



1

The WISe practitioner(s) should summarize the entire plan for the team and solicit feedback about missing components or needs.

2

Following the team meeting, the plan of care should be documented and given to the team.

## 12. Schedule Next Team Meeting



1

The next team meeting should be scheduled while all team members are present.

2

Consider scheduling meetings at least every 30 days.

# Next: WISe Crisis and Safety Planning

