

Considering the scenario with Cindy - as a team, develop action steps for meetings, to address the tasks or “issues”.

Action Steps (Prioritize tasks or “issues” by level of importance)	Who can assist/support you? (Can you delegate tasks to another partner – someone who might be better to handle a particular problem? Should you involve your supervisor or another colleague for support?)	What kinds of meetings would you have? (group, individual?) What would the agenda look like?	What strategies/resources would you do in these meetings? (Setting ground rules, team- building exercises, world café, circles, subject content experts to facilitate a meeting)	Timeline	Outcome (What is the outcome you are striving for at each meeting? How are you going to communicate this information internally and externally? How are you going to follow- up?)
1.					
2.					
3.					