Team Time Overview

The OFA Peer Exchange experience will be unique for each participating team, and the workshop agenda allows for multiple hours of dedicated Team Time. The expectation of the first OFA Peer Exchange Workshop is to make progress on an **Implementation Blueprint.** That plan may have the elements below.

The Team Time tools provided have been developed to help your team do this at a high level of thought and quality. Your team and your facilitator may want to adapt them to your unique circumstances.

The tools will help the team create dialogue, consensus, and develop the Implementation Blueprint. The majority of time in this workshop may be spent getting clarity about what success will look like and analyzing the current conditions. Being rigorous and detailed in these steps builds clarity, buy-in, and accountability down the road. It is expected that your teamwork tools from this workshop will be “drafts” that require follow-up work at home, the review and input of others, as well as additional expertise and technical assistance to finalize.

Team Time #1: Where Are We Now?

Purpose:
To identify your site's current level of collaboration, identify the benefits and resources that each agency will bring to the partnership, and pinpoint any stumbling blocks or challenges that may prevent the most cohesive collaboration.

Key Questions to be Addressed:

- What data resources do you or your partners have that can help reach your team's intended goals?
- What do you really know about TANF and WIOA collaboration in your community, region, or state?
- What organizational capacity and leadership resources and supports does your agency bring to the table?
- What resources, financial or otherwise, do your key partners bring?
- What political resources can you use?

Suggested Process:
Review the Program Overview tool provided with sample topical headings. Determine if these resonate with your OFA Peer Exchange expectations and focus area(s). If they do not, identify the areas in which you want to assess your individual, agency, or community resources. Use the blank Program Overview tool to begin to chart out resources and challenges. Relevant, useful resources can include a listing, within the tool below, from current knowledge of team members, faculty on-site, and ongoing research.

Team Time 1: Where Are We Now? Part 1

Working independently, complete the table below from the perspective of the agency you represent. Then, share your responses with your team.

My Agency: ____________________________________

Program Description	
Governance	
Operational Structure	
Funding	
Number of Customers Served	
Desired Outcomes	
People Served (Customers and Employers)	
Who?	
What Services?	
Where?	
When?	
How?	
Priorities (Program Leadership, Key Stakeholders, Appointed & Elected Officials)	
Goals/Expectations for Peer Exchange	Goal 1.
	Goal 2.
	Goal 3.

Collaboration Interests/Priorities	Priority 1.
	Priority 2.
	Priority 3.
What Strengths or Resources Does My Agency Bring to the Table? (Organizational capacity and leadership strengths and supports, financial or other resources)	Strength 1.
	Strength 2.
	Strength 3.

Team Time 1: Where Are We Now? Part 2

Working together as a team, complete the table below. Use your responses from Part 1 to determine the strengths each agency can bring to the partnership, as well as mutual priorities for collaboration.

Identified Opportunities for Collaboration	
Opportunities for Mutual Benefit?	Considerations for next steps?

Perceived Challenges of Collaboration (Internal, External, Preferences, Historic Ways of Doing Business)		
What are they?	Can they be overcome?	How can they be overcome?

Team Time #2: Developing a Common Vision

Purpose:
To establish a shared definition of the future vision of your team's collaboration. A practical vision unites the members of the team, serves as one tool for engaging the support of others, and starts a meaningful accountability chain. Developing an effective vision statement is among the most important tasks in creating a stable partnership. Your vision should be: inclusive of the goals, objectives and desired outcomes of each of the partners; understood and shared by all partners; broad enough to include a diverse variety of perspectives; practical and based on current realities and potential future occurrences; and easy to communicate across the different partnering programs.

Key Questions to be Addressed:

- What are the specific areas where you and each of the partners would you like to see change?
- What kind of system, collaboration, and/or partnership would you and your partners like to see?
- What major issues or challenges is your team seeking to address?
- What are the major strengths and resources that your agency brings, and that collectively, are brought by the collaboration?
- What is the definition of success for your program and partners?

Suggested Process:
Team members may use any ideas or elements from the *Where Are We Now?* exercise to begin to populate the vision outline. As a team, come up with a strategy to approach this activity. For example, you may find it helpful to use post-its, flip charting, and brainstorming to get the initial ideas out for each part of the outline. You may also want to identify a scribe.

VISION STATEMENT *The vision statement should be concise, outcome-oriented, and inclusive of all partners' desired outcomes and goals. In drafting your vision, think about what collaboration would look like in an ideal world. Then, work through the elements below to map out what it will take to get there.*	
Areas of Change *Consider the specific areas where your team would like to see change.*	**Challenges to Address** *What major systemic issues or challenges is your team seeking to address through collaboration?*
Strengths and Resources *What resources does each partner bring? What are the collective strengths and resources of the team?*	**Potential Roadblocks & Solutions** *What may stop your team from achieving your vision? How will you address these potential roadblocks?*
Key Players *Which agencies, partners, and staff members will play a critical role in taking this vision to reality?*	**Defining Success** *What does success mean to your team? How will you measure progress towards your vision?*

Team Time #3: Cross Team Discussion

Purpose:
To share workshop progress across teams and gain feedback from other sites.

Suggested Process:
During Team Time 3, your team will be meeting with another team to discuss your progress and gain feedback. Prior to the cross team discussion, your team should identify:

- Three things you would like to ask another team about – what feedback or insights are you looking for that another team could help you with?
- Three things you would like to share with another team – does your team have any strategies, innovations, or challenges that could be valuable for others to learn about?

Use the table below to identify what you plan to discuss with another team during the Cross Team Discussion. During the hour-long session, use your responses in the table below to guide the discussion.

Preparing for Cross Team Discussion	
Three Things to Ask Another Team	1.
	2.
	3.
Three Things to Share with Another Team	1.
	2.
	3.

Team Time #4: Implementation Blueprint Planning

Purpose:
To create a working, dynamic plan that provides teams and facilitators clarity of expected work, anticipated outcomes, and ongoing progress.

Key Questions to be Addressed:

- What action steps will we take?
- What is our standard of completion and our anticipated outcomes?
- Who is accountable and who must support our work?
- What are our timelines?
- What technical assistance would help us along the way?

Suggested Process:
Review the Implementation Blueprint tool below. Identify all possible action steps, and list action steps in the Implementation Blueprint tool. Given the action steps, make a decision about the best manner to complete the detail in the tool. For some, it may be a group process. As you draft your Implementation Blueprint, build in time to prepare for your final report out to the group. Note that following your report out, representatives from other teams will be invited to share their feedback with you or ask clarifying questions.

At the end of this final Team Time session, your site's facilitator will collect a copy of your Implementation Blueprint. In addition to participating in upcoming technical assistance activities, such as webinars and conference calls, and accessing an online resource room, be prepared to check in with your facilitator on a monthly basis to discuss your team's Implementation Blueprint progress.

Overall Goal(s):

Objective	Action Steps	TA or Resource Needs	Responsible Parties	Timelines for Completion	Anticipated Outcomes	Status
Phase 1 Objectives (September 2015 – December 2015)						
Phase 2 Objectives (January 2016 – March 2016)						
WIOA State Plan Deadline: March 3, 2016						

Objective	Action Steps	TA or Resource Needs	Responsible Parties	Timelines for Completion	Anticipated Outcomes	Status
Phase 3 Objectives (April 2016 – June 2016)						
Phase 4 Objectives (July 2016 and Beyond)						
WIOA Performance Accountability Provisions Effective: July, 1, 2016						
Potential Challenges:						