**Detailed Facilitation Notes for Agenda**

**Guiding Coalition Meeting: Goal Setting and SMARTe Goals**

**Agenda Item 1: Review Norms and Assign Meeting Roles—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 2: Community Building—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 3: After Action Review—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for More Best Practice Meeting Routines.

**Agenda Item 4: SMARTe Goals—Facilitation Notes**

* Using the Notes Page handout, ask team members to fill in what each part of the SMART acronym represents, then ask the recorder to chart this for the group.
* Introduce the e for *everyone* if this is unfamiliar to the team.
* Using the handout, Are These SMARTe Goals? ask the team to consider whether they are complete or have components missing. The team may decide that some of the examples are incomplete in several ways, but at the very least, the first example does not provide the R—how results will be determined (SMAT goal)—what do the scores on these passages have to be? The second does not include the T—the time to evaluate the goal (SMAR goal)—does this refer to a monthly, semester, or annual evaluation of performance? The third goal, while wordy, does attempt to address all parts of the SMARTe goal.
* Using the SMARTe Goal worksheet, have team members pair up and choose either the first or second incomplete example, then rewrite it as a SMARTe goal. The goals can be written out in narrative form or simply left in the format provided by the worksheet. Share out and discuss whether the rewritten goals fully address all components.
* Using the handout, Write a SMARTe Goal for These Teams, ask each pair to write SMARTe goals based on the data provided. Share and discuss whether the rewritten goals fully address all components.

**Agenda Item 5: Team Planning—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

**Agenda Item 6: Tool Kit—Facilitation Notes**

* Team members can add today’s new tools to their Tool Kit lists.
  + SMARTe goals
  + SMARTe Goal Worksheet

**Agenda Item 7: Evaluate Norms—Facilitation Notes**

* Please see detailed facilitation notes in Ancillary Materials for Getting Started.

*Resist the temptation to skip this item!*