Committees and Teams

DURATION: 60 minutes

TEACHING METHOD: Discussion (Live or Webinar)

READING: Student Guide

Teaching Aids/Handouts: Teamwork Training Article,

LESSON OBJECTIVE: Members should be able to explain the role committees play at every organizational level and explain the challenges/opportunities of working on national level teams.

DESIRED LEARNING OUTCOMES (DLO):

1. Clearly articulate why at the national level there is a lot of leadership by committee
2. What's the difference between a committee and a task force?
3. How to function as a committee or team member
4. How to avoid group think – thinking outside the box

LESSON STRATEGY: This lesson is designed to further the student's knowledge of working on and with higher echelon committees and teams.

INSTRUCTORS NOTE: This lesson is designed to give members an in-depth look at the higher-level committees and teams within the organization.

REVIEW: Ask the students if they have any questions about the reading. If they have questions, answer them. If not proceed with a short review. Ask the students to share the most important points from the reading. Start with some of the most common barriers that face new teams that are geographically disbursed. Move to preferred methods of communication. Ask students why active participation in committees and teams are essential to the organization. Encourage several students to share/participate.

BRIDGE: We just did a quick review of the role of committees and teams within CAP. Now we will take a deeper dive.

SUGGESTED DISCUSSION QUESTIONS: Feel free to add or adjust questions as necessary to meet the students' needs as well as the unique conditions in your Region or at a national level.

Lead off Question: How should a team/committee be structured?

Supporting Question: What are some of the team dynamics that come into play?

Supporting Question: How do deadlines or no deadlines affect how a team behaves?

Supporting Question: How should milestones be set forth as goals to aim at?

Supporting Question: Why can group think be detrimental?

Supporting Question: What are some of the individual formal and informal roles that people can assume on a team?

Supporting Question: What difference between a committee and a task force?

CLOSURE: Through your reading and discussion, we just had you can see the important role committees and teams play in the success of our organization. Without them a lot of necessary work would go undone. Additionally, we discussed what can plague teams from being successful and how to avoid the common pitfalls. At the end of the day we need highly motivated and engaged members to serve on committees and teams across the entire organization.

CLOSELY RELATED LESSONS: Strategic/Executive Leadership, Financial Management, CAP Culture and Its Unique Challenges, Preparing to Serve on NHQ Staff