

WSSC TEAM
TEAMS
> Training Script



Organizing for Success: Establishing Your Whole School, Whole Community, Whole Child (WSSC) Team

Purpose:

Provide team members with the knowledge and tools to establish and maintain a WSSC team.

Objectives:

1. Describe essential elements of a successful team
2. Develop the supports needed for the elements

Training Materials:

Handout Packet

Handout #1: Key Points and Notes

Handout #2: Additional Resources

Slide #	Time	Trainer Script and Directions	Resources Needed
1	1 minute	<p>WELCOME</p> <p>STATE: Good morning! My name is _____. Welcome to Organizing for Success: Establishing Your Whole School, Whole Community, Whole Child Team. We often abbreviate to WSCC. A WSCC team is a school or district-level committee whose members reflect the components of the WSCC model, and whose priorities include using the model to address the needs of the whole child. Your school may already have a committee or subcommittee dedicated to school health, such as a wellness committee, a school health team, or an advisory council. Your WSCC team does not have to be a new team. In fact, it's often better to expand an existing committee. So, consider what is currently available in your school as we go through this training.</p> <p><i>NOTE: Participants may introduce themselves during this time if they don't know each other and if time allows. Their introduction may include their name, position, and school/district/organization.</i></p>	
2	1 minute	<p>AGENDA</p> <p>STATE: During this module, we'll discuss how to establish a productive and successful WSCC team. Today, we'll focus on:</p> <ul style="list-style-type: none"> • Team Mission and Purpose • Team Leaders and Members • Roles and Responsibilities • Operating Agreements • Decision-Making Authority • Celebrating Success <p>If you are just setting up your team, you will want to strive to address all of these elements. If you already have a team, take time to reflect and evaluate how you are doing with each of the elements.</p>	
3	1 minute	<p>OBJECTIVES</p> <p>STATE: You'll be able to begin implementing these elements right away. By the end of this module, you'll be able to:</p> <ol style="list-style-type: none"> 1. describe the essential elements necessary to establish a successful team 2. develop the supports needed for the essential elements 	
4	1 minute	<p>MATERIALS</p> <p>STATE: Let's review the handout packet you were given. You have several handouts:</p> <p>Handout #1 is Key Points and Notes, which we will use throughout the training. Handout #2 contains additional resources you might want to explore after this training.</p>	<p>Handout Packet: #1: Key Points and Notes #2: Additional Resources</p>

Slide #	Time	Trainer Script and Directions	Resources Needed
5	5 minutes	<p>WARM-UP ACTIVITY</p> <p>STATE: With a partner, discuss your thoughts on the status of your current WSCC team. Your status may range from “we don’t have a team yet” to “we’ve had a team for years.” Then discuss one thing you would like to do when your team gets going or to improve your existing team. I’ll give you a moment to discuss.</p> <p><i>DO: Give participants 2 minutes to consider their answer with a partner. Bring the group back together and facilitate a discussion about what participants shared with their partners. Allow 2–3 participants to share their answers.</i></p> <p>STATE: Let’s come back together. What did you discuss?</p> <p><i>NOTE: After asking a question, pause to allow participants time to formulate their verbal answers and volunteer to share.</i></p> <p>STATE: Keep these ideas and improvements in mind as we go through the module. Let’s get started!</p>	
6	5 minutes	<p>TEAM GOAL OR PURPOSE</p> <p>STATE: Find Handout #1 Key Points and Notes. Feel free to take notes on this handout as we talk about setting up teams.</p> <p>Have you ever been a part of a team or committee that doesn’t have a purpose or direction? Without a purpose, your team flounders. A purpose or goal statement provides clear direction and ensures that administrators and team members agree on the long-term expectations of the group.</p> <p>In school health, a team’s purpose usually links student health with academic success. The team focuses on creating a healthy school environment and improving student health while ultimately impacting academics.</p> <p>Your goal or purpose statement is broad and remains the same each year while your objectives change on a more regular basis. Objectives describe the results to be achieved and how they will be achieved. Typically, there are multiple objectives to achieve a single goal.</p> <p>ASK: What is the purpose or goal of your team?</p> <p><i>DO: Facilitate a short discussion about team purpose.</i></p>	Handout #1: Key Points and Notes

Slide #	Time	Trainer Script and Directions	Resources Needed
7	2 minutes	<p>TEAM LEADERS</p> <p>STATE: Who leads your team and their efforts? Team leaders are the champions of your school health efforts. You look to them to serve a variety of roles—from creating the school health meeting agendas to building support for the school health among administrators and the community. We'll look at some specific responsibilities in a moment.</p> <p>Consider adopting a co-leader model to share responsibilities and leadership sustainability. Explore structures that leave one existing leader in position as a new leader comes on or trains someone for a leadership position. For example, with many professional organizations, a president is selected for a given term with a president-elect, who then becomes president at the end of the term.</p>	Handout #1: Key Points and Notes
8	4 minutes	<p>TEAM MEMBERS</p> <p>STATE: Teams should strive to be representative of the 10 components of the WSCC model. Many teams start with closely related component members, such as the PE teacher or school nurse. Other components may not have an obvious representative in the school. Full representation of each component is something to strive for. Anyone in the school can be a member of the team, provided they understand the team's purpose and motivation to move the team toward the goals of improving student health and academics.</p> <p>Include community members, parents, and students on your list of potential team members. They bring various skill sets, perspectives, and resources to the table.</p> <p>Look at other committees or teams in the school—what is their purpose? Again, your team might consider combining efforts or becoming a subgroup of a larger committee. Remember: sometimes school health or WSCC teams go by other names, such as School Wellness Committee or School Health Committee to name a few. Typically, a School Health Council refers to a district-level team. Bottom line, it is important to be clear about roles of school or building level teams and the district teams.</p> <p>As a team gets started, your administrator may assist with the team's purpose, its objectives, team member job descriptions, and expected commitment (i.e., how long they would be on the team and the time commitment). This information will help with recruitment of team members by providing more details about the team's work.</p>	Handout #1: Key Points and Notes

Slide #	Time	Trainer Script and Directions	Resources Needed
9	8 minutes	<p>PROCESSING</p> <p>STATE: Let's take a few minutes to process what we just heard. Find Handout #1: Key Points and Notes. We'll focus on the Team Goal and Purpose, Team Leaders, and Team Members sections right now. There are several questions to consider. If you don't have a team, begin jotting down ideas about each of these topics that you will want to consider when you put your team together. If you already have a team, assess how well your team is doing with each of the elements.</p> <p>NOTE: Ultimately, the team will need to come together at a future meeting to explore these questions together and arrive at a consensus on final responses.</p> <p><i>DO: Give participants time to work on these sections on their Key Points and Notes handout.</i></p> <p><i>DO: Facilitate a short discussion (comments from 2–3 participants). Due to time constraints, consider focusing on the team leaders and team members sections.</i></p> <p>STATE: Thanks for sharing! Let's keep going!</p>	Handout #1 Key Points and Notes
10	7 minutes	<p>ROLES AND RESPONSIBILITIES</p> <p>STATE: Team members can take on a variety of roles and responsibilities to benefit the team. You will most likely have general responsibilities for everyone such as participating in team activities or attending meetings. Remember: your team members bring many skills and resources to the table— so utilize them! Allow members to find the specific role or responsibility that suits them best. If you have someone who loves to organize events, ask them to plan the team meeting logistics. If someone is a good writer, they may be suited to help with grant applications.</p> <p>QUESTION: Let's look at the list of sample roles and responsibilities on Handout #1 Key Points and Notes. (Give participants a few minutes to read.) What responsibilities would you add?</p>	Handout #1: Key Points and Notes

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11	2 minutes	<p>OPERATING AGREEMENTS</p> <p>STATE: Operating agreements are a key component of successful team functioning. They describe how the team will function together over time. They are written as observable behaviors. Teams should develop operating agreements together and understand that they can be modified if necessary.</p> <p>Here are some sample operating agreements:</p> <ul style="list-style-type: none"> • we will create a task list at every meeting. • we will address conflict by talking directly and privately with the other person involved. <p>We will make every effort to attend all team meetings. If we are absent, we will take responsibility to get caught up with team decisions within 48 hours.</p>	Handout #1: Key Points and Notes
12	1 minute	<p>DECISION-MAKING AUTHORITY</p> <p>STATE: As your teams gets started or at the beginning of the school year for existing teams, determine what decisions the team can make on its own and what decisions require administrative approval. This is an important step in improving the efficiency of the team. Schedule a meeting with your administrator to discuss what needs the “thumbs-up” from administration and what does not.</p>	Handout #1: Key Points and Notes
13	2 minutes	<p>CELEBRATING SUCCESS</p> <p>STATE: Celebrating success and acknowledging the time and effort that team members provide is essential to team success and yet is often overlooked. Be sure to take time to celebrate and recognize accomplishments along the way as well as at the end of the school year.</p> <p>Celebrations can be low- or no-cost. Since this is a team, consider healthy options:</p> <ul style="list-style-type: none"> • gift cards • a healthy treat with a clever message (Pinterest is full of ideas for this!) • public recognition during morning announcements, at faculty meetings, or even at school board meetings • a potluck picnic in the park • dinner at a favorite restaurant with the team • oatmeal bar or fruit bowl, if you have morning meetings • a handwritten thank you note <p>The ideas are endless. Find out what your team members would enjoy and appreciate—and make it happen!</p>	Handout #1: Key Points and Notes

Slide #	Time	Trainer Script and Directions	Resources Needed
14	10 minutes	<p>PROCESSING</p> <p>STATE: Let's take a few minutes to process what we have discussed. Find Handout #1: Key Points and Notes. Let's focus on the Operating Agreements, Decision-Making Authority, and Celebrate Success sections right now. There are several questions to consider. Begin jotting down your ideas about each of these topics.</p> <p><i>DO: Give participants time to work on these sections on their Key Points and Notes handout.</i></p> <p><i>DO: Facilitate a short discussion (comments from 2–3 participants). Due to time constraints, consider focusing on the team leaders and team members section.</i></p> <p>STATE: Thanks for sharing!</p>	Handout #1: Key Points and Notes
15	1 minute	<p>REVIEW</p> <p>STATE: Sounds like you have some good ideas and plans to make your team a success!</p> <p>We covered several elements to help to establish and maintain a team:</p> <ul style="list-style-type: none"> • Team Mission and Purpose • Team Leaders • Team Members • Roles and Responsibilities • Operating Agreements • Decision-Making Authority • Celebrating Success <p>Some of these elements may have been new, while others may have been good reminders of elements that need to be defined to ensure an efficient and effective team. Be sure to review Handout #2: Additional Resources for even more ideas. There are some great resources that provide more details about establishing your team and dealing with common challenges and dilemmas. Find resources that address your specific challenges and use what works for you.</p> <p><i>DO: Show participants the Additional Resources handout.</i></p>	Handout #2: Additional Resources

Slide #	Time	Trainer Script and Directions	Resources Needed
16	8 minutes	<p>CLOSING ACTIVITY</p> <p>Start–Stop–Continue</p> <p>STATE: For the closing activity, let’s think back to the current status of your team and what you have learned or been reminded of in this module. Turn to the end of Handout #1 – Closing Activity. Write down something you will start doing, stop doing, and continue doing to make your team meetings more effective and efficient. I’ll give you a few minutes to think and write.</p> <p><i>DO: Allow participants a few minutes to complete the handout. Facilitate a discussion about what they wrote. If time is short, focus on what they will start doing. If you have more time, discuss the other questions. In either case, end with what they will start doing so the training ends on a positive note.</i></p> <p>STATE: Let’s come back together! What will you stop doing? <i>(pause for answers)</i> What will you continue to do? <i>(pause for answers)</i> What will you start to do?</p> <p>STATE: Thanks for sharing!</p>	Handout 1: Key Points and Notes handout
17	1 minute	<p>THANK YOU</p> <p>STATE: While some of the elements we discussed today will take time to plan and implement, the time and effort will certainly pay off for your team.</p> <p>Thank you for your participation in the training! My contact information is listed on this last slide should you have any questions.</p> <p>Please complete the training evaluation. Thank you!</p>	

TIME RECOMMENDATIONS:

For a 30–40-minute session, reduce the time provided to process and answer questions on the Key Points and Notes handout for slides 6, 9, and 14. Participants can individually answer the questions as homework, or the team can address the questions the next time they get together.

REFERENCES:

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