

ADVISORY COMMITTEE SELF EVALUATION/REFLECTION PROCESS

OBJECTIVE	ACTIVITY	TIME AND MATERIALS REQUIRED
Energizer/Team Building	Epitaphs - What you would like to be remembered for by the group Helps people begin with what is important to them	Colored paper and felt pens 30 minutes
Describe Original Principles/Original Plan	Select a group historian/elder - have them present the history Group reflection - "I had a dream....." Helps people reflect back on what their original hope for the group was when they started this process	30 minutes Colored Paper and pens
Review our Structure and Construct Our History	Put a timeline up on paper on the wall and ask facilitate a discussion about what you did when. Helps recollect what your have done so far	30 minutes
Assess What We Have Done	Post- it notes for strengths and weaknesses of activities to date – work in teams of two Helps critically analyze what we have done	Post-it notes Over a break
Review Strengths and Weakness	Facilitator Collation and Presentation Discussion of what contributed and detracted from each activity	20 minutes
Brainstorm Actions by Category: Membership, Steering Committee, Working Groups, community events,	Brainstorming for the future just writing down the ideas without discussion	Flip chart 1 hr
Set priorities	Dotmocracy to set highest priorities. This involves giving participants 3 – 5 colored circles and having them place the circles on the actions that they think are the highest priorities	Colored sticky circles 20 minutes
Prepare Draft Evaluation and Plan	The facilitator types up the results of the day and sends it out to participants between meetings	Between meetings E-mail access so participants get the results between meetings
Identify specific actions, timelines and roles	At the next meeting review your priorities and make specific plan assigning responsibility to members.	Flip chart 1 hour