

Hayward High Youth Empowerment & Family Engagement Programs

Design Team

Tuesday, July 26, 2011 (5:00PM to 6:30PM)

Eden United Church of Christ

Oliver Hall

21455 Birch Street, Hayward, CA 94541

FACILITATORS' AGENDA

TIME	ITEM	LEAD & SUGGESTED KEY POINTS
4:30PM	Welcome & Simple Supper	
5:00PM	Welcome & Introductions	Lead: Arlene (10 mins.) <ul style="list-style-type: none">• Welcome everyone to Action Planning session• Today, Design Team members will:<ol style="list-style-type: none">1) help develop a draft action plan to develop and implement youth empowerment and family engagement programs at Hayward High• Ask everyone to introduce themselves
5:10PM	Overview of Action Planning Process	Lead: James (2 mins.) <ul style="list-style-type: none">• Explain today's Action Planning process & key outcomes:<ol style="list-style-type: none">1. Identify key steps and tasks2. Draws on the diverse creativity, knowledge and resources3. Identify roles, responsibilities4. Develop timeline for success5. Build trust and excitement
5:12PM	Action Planning	Lead: James (60 mins.) <ul style="list-style-type: none">• Revisit What Success Looks Like (Last Meeting)• Key Actions Brainstorming• Individually and/or Small Groups: What are the actions that our Design Team will have to take to have successful YEP and FEP at Hayward High School this school year?• Post actions on sticky wall• Cluster actions together & name• Assign Clusters to small groups to discuss, expand and assign a date/time period• Timeline: Have each group put up clusters of action steps on sticky wall
6:12PM	Discuss Action Plan	Lead: James (10 mins.) <ul style="list-style-type: none">• Large Group discussion: What are we missing? Who needs to be assigned to the tasks groups? What other issues do we need to address at the Design Team?
6:22PM	Summarize & Next Steps	Lead: James (5 mins.)
6:27PM	Thank yous	Lead: Arlene (2 mins.)
6:30PM	Meeting Adjournment	Lead: Arlene Thank everyone for participating!