

First Mini-Session Policy

Basic Information - General Directions

- Upon signing in for the Institute, you should have received a nametag.
- You will need the nametag for your group activities.
- You have been arbitrarily assigned to one three topics for the first mini-Session: Board Meeting, Community Engagement, or Policy.
- You have also been assigned to a different group for the second mini-Session.
- Each group will work with an ISBA trainer.
- Your packets have the materials for all three topics. Content of the mini-sessions overlap so you will be involved with all three topics.
- Move into your assigned group when asked to do so by the trainers.

Part One. Estimated time: 10 minutes.

The trainer for your group will:

- Take care of basic introductions
- Take the lead in an overview of your group's topic as well as the related materials in your packet.

Part Two. Focused Discussion – Estimated time: 20-25 minutes.

- Your group will divide into smaller groups at the direction of your trainer.
- Roles (as listed below) will be arbitrarily assigned to participants. If you are uncomfortable with the assigned role, trade or negotiate with some one else in your smaller group.
- Do this as quickly as possible.

Small Group Roles

- a. **Leader** – Gets the discussion going; keeps it focused and on task
- b. **Scribe** – Takes notes. Takes lead on scribing flip chart paper
- c. **Topic specialist** –
 - ✓ Stays focused on the topic content
 - ✓ Helps group acquire as much information as possible via topic handouts, expertise of individuals, and discussion
- d. **Leadership characteristic specialist** –
 - ✓ Helps group select one of the highlighted leadership characteristics
 - ✓ Makes sure group connects in with characteristic (See handout in packet)
- e. **Spokesperson** – Shares final product with the larger group.