Stream Charter
Partnership and Opportunities Stream (POS)

A Stream of the TTN 2010 Virtual Team

Mission Statement:

Continue our Stream's virtual professional development to support our colleagues in TTN by giving our Virtual team members as many virtual facilitation opportunities as they are capable of fulfilling.

Team Members

Co-Champions: Irina Fursman
Catherine Tornbom

Members: Suzanne Esber
Jean Watts
Sunny Walker
Nadine Bell
Jo Nelson

Commitment Statement

We are committed to:

➔ Partnering to build skills and support each other
➔ Facilitating virtual meetings for other Streams as practice
➔ Providing written assessment of each session and share with everyone
➔ Conducting 2 or more successful "we did it!" facilitations for each member
➔ Integrating learning's of the other Streams
➔ Frequent check ins to keep up momentum and learning
➔ Mastering Elluminate and Adobe Connect

Authority and Accountability:

We are authorized by the TTN Virtual Team Charter to develop and follow through on our Action Plan.

Success Factors:

- Integration of our efforts with all other Streams of the TTN Virtual Team
- Full commitment to achieving our Stream goals
- Realistic assessment of the time commitment that each of us can give
- Supportive of each other's risk taking and practice
- Really, *really* enjoy working with each other
- Demonstrate awesome new skills and competency

Master two platforms

Share Learnings

Partner to facilitate other Streams

Action Streams

Improve our virtual facilitation through co-facilitation and feedback

Develop assessment tools

Check-in and Logistics

Partnership and Opportunities Stream – 2010 Calendar
Version 1 – March 9, 2010

	Accomplishment	Quarter 1 — January - March	Quarter 2 — April – June	Quarter 3 — July - September	Quarter 4 — October - December
Develop assessment tools	**Assessment Tools available to all ToP trainers who will be doing Virtual Facilitation work of any kind** *Champion: Sunny* *Members: Catherine and Nadine*	1. Call for existing assessment tools 2. Pull together existing tools (including competencies charts for ToP and IAF) 3. Post some immediately useable assessment tools (several facilitator feedback models already exist, and be sure to have an ORID option) for post-session debriefing/ass'mts	• In conversation with other Virtual Team members (invite any and all), begin to determine competencies that are particularly relevant to Virtual Facilitation • Research Huddle docs, especially the interview pull-together, to find more insight into competencies relevant to Virtual Facilitation. • Continue to work with Stream in quarterly reviews to refine the tools		

Partner to facilitate other Streams	**POS members will contribute skills to encourage Virtual Facilitation in TTN**
	
	Champion: Jean
	
	Members: Suzanne, Irina, Catherine, Nadine, Sunny, Jo
		1. Contact other Streams to :
		  a.) offer to facilitate their virtual
		  b.) Establish a contact person to keep informed of facilitation needs of each stream
		  C.) Arrange for POS to facilitate their next virtual meeting
		2. Assign (via a Self Select Process) the POS team member to each Stream to interview and act as Liaison between that Stream and POS
		3. Keep a Year Calendar of All TTN Stream Virtual Meetings and Record who facilitated it and Post on Huddle Monthly			

Share Learnings	**Highly organized and useful repository of the Streams knowledge and experience on Huddle** *Champion: Catherine*	1. Set up POS Directory in Huddle with sub-directories for each Action Stream and other special topics (eg Assessments) 2. Make sure each Action Stream Champion knows how to upload documents to the POS Directory 3. Troll the other Streams for gems of wisdom and share with POS Stream 4. Check in with all Action Stream Champions to encourage uploaded of documents to sustain knowledge base expansion			
Improve our virtual facilitation through co-facilitation	**Each POS Stream member will have had two opportunities to co-facilitate a virtual group workshop and provide feedback/assessment to each other** *Champion: Suzanne*		1. Brainstorm and identify potential facilitation opportunities – POS mtgs, other stream mtgs, pro bono group sessions 2. Develop a master calendar for partner sign-up of two virtual sessions – different partners for each (total 12 mtgs/sessions minimum) 3. Coordinate with year calendar of all TTN Stream Virtual meetings selected for virtual facilitation 4. Teams co-facilitate sessions during year alternating facilitator and tech guide 5. Develop a feedback/team evaluation tool for all to use 6. Post summary and learnings about each facilitation on huddle		

Check-in and Logistics	**Cohesive, connected and productive POS Stream**
	
	Champions: Catherine and Irina
		1. Provide ongoing oversight of POS
		2. Post Stream Action Plan on Google docs for ongoing updates
			1. Create and post a calendar of practice opportunities and assignments on Google docs
			2. Check-in monthly with POS Stream members using a variety of AS and Sync methods
			  Irina: Nadine and Suzanne
			  Catherine: Jean and Sunny		

Master two platforms	**Each POS Stream Member will have mastered Eliminate and Adobe Connect by the end of the year** *Champion: Irina* *Members: Jean and Sunny*	1. Investigate how best to invest in a multi-user license for each platform 2. Secure use of both platforms for team's use for the year 3. Assist with tracking how we are doing & how to report/update at our quarterly meetings 4. Get trainings for our Stream as a whole on key elements of each platform and have time for gaining clarity (build some of that into the share times)	1. Work with Stream members to define "mastery" (draft/share/redraft) re these two tools in particular (tie to the developing virtual facilitation competencies) 2. Investigate training opportunities through both companies and create a recommended list for members to attend. and a recommended chronology to what to learn to gain mastery. 3. Assist with whole Stream learning the necessary design templates in order to apply them within each platform (with real clients, including our internal TTN Streams. 4. Schedule a practice/play around session for each application with no agenda other than play with the technology 5. Conduct best practice sessions for Stream & Virtual Team as a whole (at least two this year) 6. Schedule skill-building/deepening sessions (several throughout the year) 7. Split Stream into two teams, each takes lead on ONE of the platforms and then helps speed train the other team.		1. Recommend approaches that will assist in various learning styles, such as readings, practice/play real client facilitations with each other, interviews with those using the platforms the most. 2. Conduct best practice sessions for Stream & Virtual Team as a whole (at least two this year)

Partnering and Opportunities Work Stream
Action Stream Planning Worksheet

ACTION STREAM GROUP	ACCOMPLISHMENT/GOAL
Develop Assessment Tools	**Assessment Tools available to all ToP trainers who will be doing Virtual Facilitation work of any kind**

INTENT (WHAT AND WHY)	
Work creatively with each other to master each of the two primary platforms being used for ToP methods at the moment so we can help others in TTN do the same.	**START DATE: 3/9/10** **END DATE: 1/28/11**

ACTION/IMPLEMENTATION STEPS (HOW)	WHO	WHEN
1. Call for existing assessment tools	Sunny	Mar. 10
2. Pull together existing tools (including competencies charts for ToP and IAF)	Sunny/Catherine	March 21
3. In conversation with other Virtual Team members (invite any and all), begin to determine competencies that are particularly relevant to Virtual Facilitation	Sunny/Catherine	April 30 (post IAF)
4. Research Huddle docs, especially the interview pull-together, to find more insight into competencies relevant to Virtual Facilitation.	Sunny/Catherine	By 4/20
5. Post some immediately useable assessment tools (several facilitator feedback models already exist, and be sure to have an ORID option) for post-session debriefing/ass'mts	Sunny/Catherine	March 30
6. Continue to work with Stream in quarterly reviews to refine the tools	Sunny/Catherine	Quarterly mtgs/ongoing

| CHAMPION:
Sunny

TEAM MEMBERS:
Catherine
Nadine | COLLABORATORS/ PARTNERS:
TTN
Virtual Team
POS Stream | EVALUATION MEASURES
At least 3 tool options (hopefully more) available on Huddle

Collection of assessments (i.e. results of tools being used) posted to Huddle | BUDGET/RESOURCES:
Time only | NEXT MEETING DATE:

March 9 whole team

Our Stream?

This team – soon after 3/9 |

Partnering and Opportunities Work Stream
Action Stream Planning Worksheet

ACTION STREAM GROUP	ACCOMPLISHMENT/GOAL
Partner to facilitate other Streams	**POS members will contribute skills to encourage Virtual Facilitation in TTN**

INTENT (WHAT AND WHY)
To give each POS team members opportunities to Practice Facilitating Virtual Meetings

START DATE: Mar 9
END DATE: Jan 15

ACTION/IMPLEMENTATION STEPS (HOW)	WHO	WHEN

1. Contact other Streams to :
    a.) offer to facilitate their virtual
    b.) Establish a contact person to keep informed of facilitation needs
        of each stream
    C.) Arrange for POS to facilitate their next virtual meeting
	Jean	Mar 10 – 19

2. Assign (via a Self Select Process) the POS team member to each Stream to interview and act as Liaison between that Stream and POS	Jean	Mar 19 (as POS Virtual Team Meeting
3. Keep a Year Calendar of All TTN Stream Virtual Meetings and Record who facilitated it and Post on Huddle Monthly	Jean	End of each Month

| CHAMPION: Jean Watts

 TEAM MEMBERS:
 Suzanne, Irina, Catherine, Nadine, Sunny, Jo | COLLABORATORS/ PARTNERS:

 Entire Virtual Team Members | EVALUATION MEASURES

 Monthly Review of TTN Virtual Meetings | BUDGET/RESOURCES:

 Team Members will cover software and telephone expenses when facilitative | NEXT MEETING DATE:

 March 19 |

Partnering and Opportunities Work Stream
Action Stream Planning Worksheet

ACTION STREAM GROUP **Share Learnings**	ACCOMPLISHMENT/GOAL **Highly organized and useful repository of the Streams knowledge and experience on Huddle**

INTENT (WHAT AND WHY) **To keep us all connected, with ease and enjoyment, and stay true to our commitments**	START DATE: **Now** END DATE: **Jan 28, 2011**

ACTION/IMPLEMENTATION STEPS (HOW)	WHO	WHEN
1. Set up POS Directory in Huddle with sub-directories for each Action Stream and other special topics (eg Assessments)	Catherine	March 30
2. Make sure each Action Stream Champion knows how to upload documents to the POS Directory		March 30
3. Troll the other Streams for gems of wisdom and share with POS Stream		Ongoing
4. Check in with all Action Stream Champions to encourage uploaded of documents to sustain knowledge base expansion		Ongoing

CHAMPION: Catherine TEAM MEMBERS:	COLLABORATORS/ PARTNERS: POS Action Stream Champions	EVALUATION MEASURES POS Directory on Huddle is well organized, complete and used regularly.	BUDGET/RESOURCES: Team members precious time and patience	NEXT MEETING DATE: None needed for Share Learnings Action Stream

Partnering and Opportunities Work Stream
Action Stream Planning Worksheet

ACTION STREAM GROUP	**ACCOMPLISHMENT/GOAL**
Improve our virtual facilitation through co-facilitation and feedback	**Each POS Stream member will have had two opportunities to co-facilitate a virtual group workshop and provide feedback/assessment to each other**

INTENT (WHAT AND WHY)	**START DATE:** 3/9/10
Improve our POS stream member virtual facilitation by co-facilitating and providing feedback to each other	**END DATE:** 1/28/11

ACTION/IMPLEMENTATION STEPS (HOW)	**WHO**	**WHEN**
1. Brainstorm and identify potential facilitation opportunities – POS mtgs, other stream mtgs, pro bono group sessions	All	April 5
2. Develop a master calendar for partner sign-up of two virtual sessions – different partners for each (total 12 mtgs/sessions minimum)	Suzanne	April 15
3. Coordinate with year calendar of all TTN Stream Virtual meetings selected for virtual facilitation	Suzanne/Jean	April 15
4. Teams co-facilitate sessions during year alternating facilitator and tech guide	All	May 1-Dec 15
5. Develop a feedback/team evaluation tool for all to use	?	April 30
6. Post summary and learnings about each facilitation on huddle	All	May 1-Dec 15

CHAMPION: Suzanne Esber **TEAM MEMBERS:** Need other members Coordinate with Jean	**COLLABORATORS/ PARTNERS:** Other streams, other organizations	**EVALUATION MEASURES** Calendar completion, partner evaluations completed	**BUDGET/RESOURCES:** Need access to adobe and /or Elluminate	**NEXT MEETING DATE:**

Partnering and Opportunities Work Stream
Action Stream Planning Worksheet

ACTION STREAM GROUP **Check in and Logistics**	**ACCOMPLISHMENT/GOAL** **Cohesive, connected and productive POS Stream**

INTENT (WHAT AND WHY) **To keep us all connected, with ease and enjoyment, and stay true to our commitments**	**START DATE: Now** **END DATE: Jan 28, 2011**

ACTION/IMPLEMENTATION STEPS (HOW)	**WHO**	**WHEN**
1. Provide ongoing oversight of POS	Catherine and Irina	Ongoing
2. Check-in monthly with POS Stream members using a variety of AS and Sync methods Irina: Nadine and Suzanne Catherine: Jean and Sunny	Catherine and Irina	Monthly
3. Create and post a calendar of practice opportunities and assignments on Google docs	Irina	April 30
4. Post Stream Action Plan on Google docs for ongoing updates	Irina	March 15

COORDINATOR: Irina and Catherine **TEAM MEMBERS:** Not applicable	**COLLABORATORS/ PARTNERS:** Action Stream members	**EVALUATION MEASURES** 1. Stream is active all year 2. Meeting summaries of check-ins 3. Update of action plan on Google Docs	**BUDGET/RESOURCES:** Team members precious time	**NEXT MEETING DATE:** March 11, 2010

Partnering and Opportunities Work Stream
Action Stream Planning Worksheet

ACTION STREAM GROUP	ACCOMPLISHMENT/GOAL
Master Two Platforms: Adobe Connect Pro and Elluminate	**Each POS Stream Member will have mastered Eliminate and Adobe Connect by the end of the year**

INTENT (WHAT AND WHY)	
Work creatively with each other to master each of the two primary platforms being used for ToP methods at the moment so we can help others in TTN do the same.	**START DATE: 3/9/10** **END DATE: 1/28/11**

ACTION/IMPLEMENTATION STEPS (HOW)	WHO	WHEN
1. Investigate how best to invest in a multi-user license for each platform	Sunny	Mar. 31
2. Secure use of both platforms for team's use for the year	Sunny (lead)	
3. Work with Stream members to define "mastery" (draft/share/redraft) re these two tools in particular (tie to the developing virtual facilitation competencies)	Sunny/Jean	April 30 (post IAF)
4. Investigate training opportunities through both companies and create a recommended list for members to attend. and a recommended chronology to what to learn to gain mastery.	Sunny/Jean	By 4/20
5. Assist with tracking how we are doing & how to report/update at our quarterly meetings	Sunny (with Jean)	March 20 and ongoing
6. Assist with whole Stream learning the necessary design templates in order to apply them within each platform (with real clients, including our internal TTN Streams.	Sunny (help from DP team)	April 30 & ongoing
7. Get trainings for our Stream as a whole on key elements of each platform and have time for gaining clarity (build some of that into the share times)	Sunny (working with team co-chairs)	March 20 & ongoing xxxxxxx
8. Schedule a practice/play around session for each application with no agenda other than play with the technology	Sunny (working with team co-chairs)	Depends on other scheduled items
9. Conduct best practice sessions for Stream & Virtual Team as a whole (at least two this year)	Ditto	Ditto
10. Schedule skill-building/deepening sessions (several throughout the year)	Ditto	Ditto
11. Recommend approaches that will assist in various learning styles, such as readings, practice/play real client facilitations with each other, interviews with those using the platforms the most.	Sunny/Jean	Sunny/Jean
12. Split Stream into two teams, each takes lead on ONE of the platforms and then helps speed train the other team.	At an all Stream meeting	At an all Stream

| CHAMPION:
Irina

TEAM MEMBERS:
Jean
Sunny | COLLABORATORS/
PARTNERS:
Whole Team
Other Streams
ACP & E | EVALUATION
MEASURES
Assessment Tools & Self Evaluation against Virtual Facilitation Competen-cies* as relate to the two platforms
* TO BE DEVELOPED!!! | BUDGET/RESOURCES:

Cost of Multi-Use License (TBD) | NEXT MEETING DATE:

March 9 whole team

Our Stream?

This team – soon after 3/9 |