Putting the Science of Goal Achievement Into Practice
A Course Preparation Meeting

WHO WOULD BE INVITED TO THIS MEETING?

This meeting is for all of the following colleagues:

- Frontline staff who are about to begin the self-directed course: "Putting the Science of Goal Achievement Into Practice;"
- Frontline staff who may have already taken this course, and will serve as "learning partners" to the new cohort;
- Supervisors for the frontline staff who are about to take the course;
- Managers who are accountable for the learning environment of these staff, and their participants.

The meeting can be led by anyone who has strong facilitation skills and some familiarity with the course.

TIMING + PREPARATION

We propose setting aside at least 40 minutes for this meeting (either as a standalone or as part of a longer staff meeting).

One to two days before the meeting, send each staff person the link to www.GPDRR.org. Ask them to review the information on the **About the Course** page (GPDRR.org/about-the-course) including 1) why this course was developed and for whom; 2) a brief course overview; 3) the course objectives, and a few words about the learning approach.

If possible, supervisors could download and print copies of the course workbook for each staff member who will take the course. Otherwise, staff can download and print for themselves. The workbook under *Course Materials* on the **Getting Started** page (GPDRR.org/getting-started).

DRAFT AGENDA

Introductions (5 min)
In this meeting, we will prepare ourselves to get the most out of the course "Putting the Science of Goal Achievement Into Practice." To get started, each person share whether you've taken the course, are about to begin the course, or plan on supporting others to take the course.

The Course (10 min)
After the brief introductions, everyone look at the **Getting Started** page of the website (GPDRR.org/getting-started).

- Watch the brief welcome video and examine the *Course Overview* section.
- Review the section titled *Starting with a Focus on Self*.

Ask those about to take the course:
- *What seems especially valuable about this course for you individually and for our team?*
- *What are you most curious about?*

Course Materials (10 min)

Make sure everyone has access to the main course resources.
- The workbook is under *Course Materials* on the **Getting Started** page (GPDRR.org/getting-started). Each person should have a personal hard copy to write in throughout the course.

- The course modules – each with its own page, and slide deck, under **Our Course**, beginning with *Module One* (GPDRR.org/module-one).

Support During the Course (10 min)

Review the *Connect with Colleagues* section on the **Getting Started** page. Allow time for staff to form "learning partners" who will meet once a week for 6-8 weeks (beginning at the end of module one, next week). Learning partners are encouraged to schedule a time/ place for their weekly meetings now.

While frontline staff are taking this course, supervisors/ managers will be reviewing guidance to support the use of this approach (GPDRR.org/guidance-for-supervisors). And, those who have already taken the course are available for support!
- *What kind of support do you feel you'd want to get the most out of this course?*
- *What are your questions?*

Closing (5 min)

Before closing, schedule a course completion meeting in 6-8 weeks, when staff taking the course have completed module 5. Enjoy!