

R-E-S-P-E-C-T

A True Reflection of the Community

Reflect

Do you have a co-worker that is kinder to the people who walk in the door than to colleagues?

Generational Brainstorm

What stereotypes come to mind
when you think of these
generations?

Baby Boomers (1944-1964)

Gen X (1965-1980)

Millennials (1981 -2000)



The Flip Side

How can you flip those stereotypes to see those characteristics in a positive way?



Reflect Again

How can you see that person in a more positive light? What might their good qualities be?

Wakanheza

- 1. Judgement**
- 2. Culture**
- 3. Powerlessness**
- 4. Empathy and Respect**
- 5. Environment**
- 6. The Moment**



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Strategies

Meetings and Group Conversations

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Use other meeting guidelines
as inspiration

CCBC Book Discussion Guidelines

Ginny Moore Kruse and Kathleen T. Horning
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Look at each book for what it *is*, rather than what it is *not*.

1. Make positive comments first. Try to express what you liked about the book and why. (e.g. "The illustrations are a perfect match for the story because....")
2. After **everyone** has had the opportunity to say what they appreciated about the book, you may talk about difficulties you had with a particular aspect of the book. Try to express difficulties as questions, rather than declarative judgments on the book as a whole. (e.g. "Would Max's dinner really have still been warm?" rather than "That would never happen.")
3. Avoid recapping the story or booktalking the book. There is not time for a summary.
4. Refrain from relating personal anecdotes. The discussion must focus on the book at hand.
5. Try to compare the book with others on the discussion list, rather than other books by the same author or other books in your experience.

**All perspectives and vocabularies are correct.
There is no "right" answer or single correct response.**

1. Listen openly to **what** is said, rather than **who** says it.
2. Respond to the comments of others, rather than merely waiting for an opportunity to share your comments.
3. Talk with **each other**, rather than to the discussion facilitator.
4. Comment to the group as a whole, rather than to someone seated near you.

Meetings and Group Conversations

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You'll get clearer, more effective expectations for meeting participants and authority to enforce those expectations

TEAM MEMBER RESPONSIBILITIES

Attend most meetings

Tell the chair if you need to miss a meeting, and read the minutes before the next meeting.

Voice your opinion; listen to others

Your opinion matters. We expect you to share, ask questions, and actively participate in each meeting. All perspectives and vocabularies are correct, and there is no "right" answer or single correct response. Listen openly to what is said, not who says it, and respond to the comments of others rather than merely waiting for an opportunity to share your comments. Comment to the group as a whole, rather than to someone seated near you. If a team member hasn't shared, try to draw them into the conversation.

Be Solution-Oriented

Look at a task/project for what it is, rather than what it is not. Make positive comments first. Try to express what you liked, and discuss for solutions, rather than focusing on problems. Try to express difficulties as questions, rather than declarative judgments (for example: "I wonder if ___ might make this program more successful" instead of "___ isn't going to work.")

Come Prepared

Avoid wasting valuable group time by doing things better done beforehand, such as reading over documents, previous meeting minutes, or emails.

Participate in Projects

Not every team member needs to be a part of every project, but team members are expected to participate in at least one project each year.

Take Notes

Help take and post notes to Basecamps. Be sure the note taker knows their role of taking accurate notes and paying close attention to action items. The note taker should feel free to stop the conversation in order to clarify.

Help spread the word

Don't keep our good work a secret. Share with your supervisor and colleagues. Consider Communicate articles to share with wider SPPL staff.

MEETING STRUCTURE

Agenda

When possible, ask team members to contribute to the agenda. Consider allowing team members to have time to work on projects together during meeting time.

Check-ins/intro/kudos

Reflection and quality conversation helps us create a collective wisdom. Starting meetings by sharing helps all voices be heard right away, and all members practice listening, too. Check-ins help create a cohesive team. Take time to celebrate successes; it's great to share "kudos" at the beginning of meetings.

Reflect

At the end of the meeting to reflect on next steps and action items.

Action Items

These are anything that requires some action. Write (and consider highlighting) action items with name of responsible person next to each and be sure this is reflected in the notes. Feel free to ask for clarification if you're not sure if it should be included as an action item, or who is responsible for it. Go over action items at the end of the meeting, and again at the next meeting. Consider adding each action item as a To-Do in basecamp so all team members have an easy place to reference their tasks.

Email & Post

Within a week following the meeting please email (Google Doc) minutes link to the Youth Group email list, and post to your team's Basecamp. Consider sharing highlights in the Communicate.

Let's be real... things might still be hard



Thank you!

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Resources Cited

[Wakanheza Project](#) - St. Paul-Ramsey County Public Health

[Pixabay](#) - Free stock photos and illustrations

FilmGarb - Photos

[CCBC Discussion Guidelines](#) - Cooperative Children's Book Center