



DENVER
HUMAN SERVICES

April Team Friday

April 10, 2015 | Denver Human Services Room 3113 | 8:30 a.m.-4:30 p.m.

- ❖ **7:00 a.m.** – Carol & Mary Arrive at DHS
- ❖ **8:20 a.m.** – Meet Members at First Floor Security Desk
- ❖ **8:30-8:45 a.m.**—Coffee & Settle In
- ❖ **8:45-9:15** – Small Group Check-Ins (Mary)
 - **8:45-8:50 a.m.** – Introduce discussion questions
 - **8:50-9:10 a.m.** – Small Group Discussions
 - **9:10-9:15 a.m.** – Large Group De-Brief
- ❖ **9:15-9:30 a.m.** – Housekeeping Reminders (Carol)
- ❖ **9:30-9:50 a.m.** – Committee Meeting Time (Mary)
 - Distribute Committee Work Plans & Check-In with Committees
 - **9:45 a.m.** – Carol meets Kelly Hiznay at the First Floor Security Desk
- ❖ **9:50-10:00 a.m.** – Break
- ❖ **10:00 a.m.-12:00 p.m.**—Life After AmeriCorps with Kelly Hiznay
 - Eli Segal Education Award + Job Search Etiquette
- ❖ **12:00-1:00 p.m.**—Lunch
 - Announce Member of the Month
 - Celebrate April Birthdays
- ❖ **1:00-1:15 p.m.** – Discuss Legacy Project (Carol)
- ❖ **1:15-3:00 p.m.** – Facilitation Training (Lauren & Tori)
- ❖ **3:00-3:15 p.m.**—Break/Prep for Outdoors
- ❖ **3:15-4:00 p.m.** – Team Building Activity (Team Building Committee)
- ❖ **4:00-4:30 p.m.**—Questions & Wrap-Up (Carol & Mary)



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❖ **Packing List**

- Sign-In Sheet
- Member of the Month Certificate & Prizes
- Team Norms Poster
- Tablet
- Laptop
- Speakers
- White USB Drive
 - Committees PowerPoint
 - Small Group Discussions PowerPoint
- Thank You Cards
- Bus Passes
- Bus Pass Sign-Out Sheet
- Camera
- Large Post-It Notes
- Easel Stand
- AmeriCorps Poster
- Newsprint
- Markers
- Pens
- Plates + Bowls
- Utensils
- Napkins
- Tea
- Coffee + Filters
- Cream
- Sugar
- Nametag (Carol & Mary)
- Lysol Wipes
- Purell
- First Aid Kit
- Highlighters
- Team Building Committee
 - Plastic Spoons (10)
 - Cotton Balls
 - Pieces of Fabric/Flags
 - Bowls (For Cotton Ball Relay)