



**Center For Neighborhoods**

**The Lucille Leggett  
Neighborhood Institute**



**Neighborhood Institute Fall 2022  
Week 10**

# Welcome to Week 10

- House Keeping - Projects
- Teams - Why you need them
- Meetings



# Project Check-IN

- Where are you?
- What are your hurdles



# Why Teams are important

- You can't do it alone!
- More skills and talents!
- More connections to the neighborhood or others
- Reinforce the commitment that this work is for everyone





# Building Diverse Teams

Effective teams need a mix of personality types and skill sets.

Check for balance using H.O.T.S. Do you have a complete team?

Hares = *Idea Makers* - Creative types, idea generators. Can help group see the big picture and acknowledge viewpoints that might be overlooked.

Owls = *Strategists* - Planners who enjoy breaking ideas down into task lists. Can create the plan to go from idea to reality.

Turtles = *Analyzers* - Cautious types who point out issues. Can keep the team grounded and within scope. Have you thought about ...? Negativity with a purpose.

Squirrels = *Implementers* - People who like to do tasks that have already been vetted. Can make visible progress.

# Group Exercise

- H.O.T.S. - Rank your ways of working
  1. which mode comes naturally for you
  2. which mode do you often use because of situation?
  3. which mode do you dislike being in?
- Identify two people you sometimes do project or committee work with.
- Rank each of those people's H.O.T.S. personality

# Building Diverse Teams

Effective teams need to work together, understand each others ways of working, and know their purpose. Teams can Mind Meld by wearing the same Hats and Shoes.

Thinking Hats are used for planning and thinking through various aspects of the work.

Action Shoes are used to talk about the process of doing the work.

# Building Diverse Teams

## Six Thinking Hats & Six Action Shoes

are frameworks for helping team members ...

- focus on the same aspect of an issue at the time
- learn together
- speak a shared language
- get to know each other better
- talk about the group's process for getting things done
- indoctrinate newcomers



# Exercise: Six Thinking Hats

## Know Your Issue From Multiple Angles

**White Hat** = data and information. What do you collectively know about the topic?

**Red Hat** = feelings, intuition, and emotion. How does the group feel about the topic. What is the “group’s public stance”? How do individual members feel about the topic?

**Yellow Hat** = logical positive. What are positive aspects relating to the topic? Be sure and consider the answer from multiple people’ point of view.

**Black Hat** = logical negative, critical judgement. What are negative aspects of the topic? Again, consider the answer from multiple people’ point of view.

**Green Hat** = creative thinking and idea generation. What are related issues and/or topics that may connect with and/or influence your decisions?

**Blue Hat** = process control. Using the information gathered while wearing the other five hats what conclusions or decisions can you come up with?

# Group Exercise

- With your project in mind ...
- Let's wear each hat in turn ... white .. Red ... yellow ... black ... green ... blue ...

# Six Action Shoes

**Six Action Shoes** is simply a fanciful shorthand for talking about and aligning group action. Teams like Neighborhood Association boards, should have agreed upon ways to address standard actions.

**Navy Formal Shoes:** following routines ... Who does what when all is well? Who knows?

**Orange Gumboots:** reacting quickly ... Who does what when something goes wrong?

**Pink Slippers:** responding sensitively ... When something sad happens what do we do?

**Brown Brogues:** bashing through obstacles ... New territory? Hard times? How do we handle this?

**Grey Sneakers:** getting information ... We need to know about this. How do we get useful information?

**Purple Riding Boots:** taking charge ... Wait! We can't all personally handle this one issue. Who's the line leader?

BREAK!



# Three Parts of an Effective Meeting

- Preparation
- Execution
- Participation





# Meeting Preparation

1. What is the meeting type/purpose
  - Task Meeting...Committee Meeting...Board Retreat
  - Perceived purpose vs real purpose
2. Who is attending
  - Participants vs Attendees
  - Roles
  - Know/Anticipate your attendees/participants
3. Agenda/Framework
  - Agenda Items/Topics
  - Presenters/Facilitators/Speakers
  - Timing
4. Homework

**Agenda for Cherokee Triangle Association**

**Board of Trustees Meeting**

**August 18, 2014 at 7 p.m.  
Highlands – Shelby Park Library**

- |  |                  |
|--|------------------|
| <b>1. Call to order (TH)</b>                                   | <b>7:00 p.m.</b> |
| <b>2. Minutes, Regular Meeting (EG/RL)</b>                     | <b>7:01 p.m.</b> |
| <b>3. Police Report update on recent activity</b>              | <b>7:05 p.m.</b> |
| <b>4. Report from Councilman Tom Owen</b>                      | <b>7:10 p.m.</b> |
| <b>5. Visitors</b>   | <b>7:25 p.m.</b> |
| <b>6. Willow Grande (TH)</b>                                   | <b>7:30 p.m.</b> |
| <b>7. Willow Park (TH)</b>                                     | <b>7:35 p.m.</b> |
| <b>8. Preservation &amp; Alleys (MC, GM)</b>                   | <b>7:40 p.m.</b> |
| <b>9. Newsletter (TH)</b>                                      | <b>7:55 p.m.</b> |
| <b>10. Tree Committee (??)</b>                                 | <b>8:00 p.m.</b> |
| <b>11. Nominating Committee (GM)</b>                           | <b>8:05 p.m.</b> |
| • Board Retreat  |                  |
| <b>12. BardstownRd/Baxter Ave. Business District Committee</b> | <b>8:15 p.m.</b> |
| <b>13. Old Business</b>  | <b>8:25 p.m.</b> |
| • Food Trucks  |                  |
| • Hubble Planetarium   |                  |
| <b>14. New Business</b>  | <b>8:35 p.m.</b> |
| • 2014-15 CTA Committees                                       |                  |
| • FY14-15 Capital Project Budgets                              |                  |
| • Highland Refugee Ministries Sign                             |                  |
| <b>15. Adjourn</b>   | <b>9:00 p.m.</b> |

**Next Meeting: Monday, September 15, 2014 - 7 p.m.**

**Agenda for Cherokee Triangle Association**

**Board of Trustees Meeting**

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| <b>4. Report from Councilman Tom Owen</b>                          | <b>7:10 p.m.</b> |
| <b>5. Visitors</b>   | <b>7:25 p.m.</b> |
| • Judge Katie King   |                  |
| • Candidate for Judge - Anne Delahanty                             |                  |
| <b>6. Willow Grande (TH)</b>                                       | <b>7:30 p.m.</b> |
| <b>7. Willow Park (TH)</b>   | <b>7:35 p.m.</b> |
| <b>8. Preservation &amp; Alleys (MC, GM)</b>                       | <b>7:40 p.m.</b> |
| <b>9. Newsletter (TH)</b>  | <b>7:55 p.m.</b> |
| <b>10. Membership Committee (JG)</b>                               | <b>8:00 p.m.</b> |
| • Cocktail Party   |                  |
| <b>11. Family Fall Fest</b>  | <b>8:10 p.m.</b> |
| <b>12. Nominating Committee (JG)</b>                               | <b>8:15 p.m.</b> |
| • Board Retreat  |                  |
| <b>13. BardstownRd/Baxter Ave. Business District Committee(RL)</b> | <b>8:25 p.m.</b> |
| • Trees along Baxter Ave. Bardstown Rd.                            |                  |
| <b>14. Old Business</b>  | <b>8:30 p.m.</b> |
| • Hubble Planetarium   |                  |
| <b>15. New Business</b>  | <b>8:35 p.m.</b> |
| • 2014-15 CTA Committees   |                  |
| • FY14-15 Capital Project Budgets                                  |                  |
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# Meeting Execution

## Have a set of meeting guidelines/rules

- *By-Laws*
- *Set/agreed upon by leadership/board*

## Flexibly follow your agenda

## Prioritize Agenda items

- *Put visitors or people who don't need to attend the whole meeting first*
- *Put items that require more discussion closer to the beginning of the meeting*

# Meeting Execution

## Vary speakers/presenters

- *Have the most logical/knowledgeable person present facilitate agenda items*

## Respectfully Manage Discussion/Input

- *Encourage participation*
- *It OK to seek clarification*
- *It is OK to ask people to allow the opportunity for others input*

## Not everything has to be debated/solved in THIS meeting

- *Assign items to committees, task forces, work groups, individuals*



# Homework:

Follow up on  
resources you  
discovered during the  
Barn Raising!