

Worksheet:

Building Your Team

Based on what you know you need your team to do...

Identify the **populations** you want your team to represent, or whose perspective you consider important to have on the team. Put a star next to categories that must be present for your team to be effective.

(Examples: teachers, partner organizations, non-English speaking parents, school nurse, students)

Now, identify the **skills and characteristics** the team will need to complete every step in the assets and needs assessment. Put a star next to the items that must be present on your team.

(Examples: Excel skills, focus group facilitation, proficient in other languages, relationship to the neighborhood, report writing)

Finally, identify the **gaps**. Look for categories of people and skills/characteristics that are starred but are not currently on your Advisory Council. Whom should you recruit to fill those gaps? (Alternatively, you can use the Skills Matrix on the reverse side to help you think this through.)

Adapted from Marjory Hamann, Values Into Action

Skills Matrix

Write the skills, characteristics and populations you want represented on your team across the page in the top row of the matrix. Put a star next to those that are critical for your group.

Write the names of current (or prospective) members down the page in the first column. For each person, check the skills, characteristics, and populations that individual represents. If you are doing this as a group exercise, have each member self-identify the skills, characteristics, and populations they represent first, then add that information into the matrix.

Watch for critical skills, characteristics, and populations that are not represented by any current members. These are the gaps you need to fill with future recruitment efforts.

Existing & Potential Team Members	Populations, perspectives, skills & characteristics needed on team									

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