

## Team Leader Quick Guide Reflection Meetings

Reflection meetings allow time and space for volunteers to grow together as a team, reflect on their experiences, learn about the barriers to affordable housing and how Habitat builds strength, stability and self-reliance through shelter. As a leader, you can also use this time to troubleshoot team dynamics issues that arise, such as discontent over the homeowners not building during the day, differences in opinion on cultural activities, a volunteer who is upset that other people aren't "pulling their weight".

Whether you're confident in leading group discussions or planning for your first one, start with the **Reflections Meeting Guide** that observes the ORID framework and build from there using recommendations from peer leaders.

## Reflection ideas from other leaders:

- Select a place and time that works for your team: choose a time of day when people will be receptive to conversation and not tired or distracted -- at the start of the day or right before/after dinner may work well. During dinner out at local restaurants doesn't allow for the depth of conversation for the team to process the experience together. Choose a place that's private enough to allow open sharing.
- Consider whether to invite the host coordinator: give the coordinator a break and allow the team to share more freely during this time.
- Use journals to facilitate the reflections: ask volunteers to keep individual journals and share with others if they'd like. You might consider a shared team journal where different team members can write their each day and review them during the next meeting. After the trip you can compile a copy of the journal and email to the rest of the team as a memento of the trip.
- Focus on the positive: On the last night of the trip, ask each team member to share their greatest memory of the week and one thing they learned.
- Strong "decide" reflection meeting: use the last reflection meeting to discuss how team members will continue to engage with each other and support Habitat. Going on a future Global Village trip is a great start but encourage your team to think bigger! Plugging into their local affiliate, assisting with advocacy campaigns, volunteering with other non-profits in their area, the list is endless!
- Facilitating large group reflections: if you have a larger than typical team, consider breaking everyone into smaller groups and coming back together to recap the individual conversations. If your team is split between different build sites, mix them into different groups during reflection time.