



Saturday 1 December - DoubleTree by Hilton Hotel London - Westminster
assuming c 30 delegates - all volunteers from four different groups

- 08.45 Coffee on arrival
- 09.15 Welcome, introductions, objectives - speaker Angela/Ivan/other
- 09.30 Key principles of Team Leadership - issue "Las 7 Responsabilidades de un Líder de Equipo" ("The 7 Responsibilities of the Team Leader")
- 10.10 Breakout - 5 teams, a mix of the four groups - discuss how the principles, especially how to "Create and Communicate Shared Objectives" apply in their roles as volunteers
- 10.30 Open discussion on the conclusions from each team
- 11.00 Tea and Coffee break
- 11.15 Key principles of Teamwork and issue of the "Teamwork in Action" checklist
- 11.30 A leadership and teamworking exercise "the Moonlanding"; debrief with checklists
- 12.15 Breakout session: discuss how the principles apply to developing teamwork and communications between the four different groups of volunteers - continue over lunch
- 12.45 LUNCH
- 13.30 A leadership and teamworking exercise "el Torre de Lego" ("the Lego Tower"); debrief with checklists
- 14.30 Discussion led by Angela/Ivan/other on relevant issues
- 15.00 Tea and Coffee break
- 15.15 A leadership and teamworking exercise "Wordpower"; debrief with checklists
- 16.00 Breakout in four working groups to discuss objectives, action plans, etc
- 16.30 Summary and close

NOTES:

- This agenda and all issues - briefs, checklists, etc would be presented in Spanish
- The two slide show presentations (Team Leadership and Teamwork) would be presented in Spanish (the words on the slides) and available as a reference handout afterwards
- An important objective for the whole day is that all Volunteers ENJOY the day as well as receiving practical help and new ideas

share, care communicate!