**Facilitator’s Guide: ISP Goals Session**

**Slide template:** **INSERT LINK**

**Handout:** **INSERT LINK**

**Background:**

This session was developed by personalizing the “[UBC ISP Facilitation Guide](https://aboriginal-2018.sites.olt.ubc.ca/files/2021/04/UBC-ISP-Intent-to-Action-Facilitators-Guide_edits9.pdf) - Workshop 1” to the needs of the UBC Skylight unit in selecting which of the ISP goals align with the unit’s mandate. Prior to the session, all team members were asked to read the ISP and to complete the ISP Self-Assessment Tool based on their role/responsibilities. Within this session, we reviewed the team’s responses to the ISP Self-Assessment Tool then focused on each team member’s alignment with the 8 ISP goals. A larger discussion was held to support the group with pinpointing which ISP Goals would be prioritized within Skylight.

**Goals:**

* Connect to previous session and learnings
* To review the team’s responses to the ISP Self-Assessment Tool
* Assess where unit members feel the ISP Goals could align with their daily work.
* Create a container for discussion.
* Discuss which ISP goals align with the unit’s overall mandate.

**Pre-Work:**

* Before the session, distribute the [ISP Self-Assessment Tool](https://aboriginal-2018.sites.olt.ubc.ca/files/2021/06/UBC-ISP-Self-Assessment-Tool_06072021.pdf) for unit/department members to complete ahead of the session.

The session took about 60-90 minutes to complete.

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| Time | Activity |
| X:XX – X:XX  ~10 mins | **Land Acknowledgement by unit/department member**  **Outline community agreements for this session** (respectful discussion, helping all voices to be heard, speak with care, we are all here to learn)  **Review the goals for the session** |
| X:XX – X:XX  ~5 mins | **Survey results**   * Give a quick summary of the survey results from the ISP Self-Assessment Tool |
| X:XX – X:XX  ~10 mins | **Mandate Conversation**  Unit leaders or manager speak briefly to the current mandate and how it may connect with the ISP goals |
| X:XX – X:XX  ~15 mins | **Polling for ISP Goals**  We went through each goal and asked the team the following question:   * **Prompt**: *In thinking about the work you do on an everyday basis, how directly related to your role is this ISP Goal?*   We are a smaller team (~20 people) so used Google slides to allow people to indicate how their work aligned with a particular ISP Goal. For online discussions, Zoom polling or annotation could be used. For in person meetings, Clickers or hand raising could be used.  Move through the 8 ISP Goals and record polling as an output. |
| X:XX – X:XX  ~25 mins | **Round Table Discussion**  Have some open space for people to share how the ISP goals (and Self-Assessment Tool statements/topics) align with both an individual’s work/responsibilities, but also the mandate of the unit/department.  We had people think about and discuss the following two questions:   * *In which ISP goal areas will our unit be able to make the most impact?* * *Which goals are within our sphere of control and sphere of influence?*   The goal here is to narrow your choice of goals down to those which most closely align with your unit’s mandate.  Don’t forget to remind the session that the unit **is not expected to choose all 8 goals.**  Attempt to summarize the discussion periodically, and refocus the conversation on goals rather than actions, trying to move towards some kind of consensus.  If there is no consensus, hold space and let the conversation move where it needs to. |
| X:XX – X:XX  ~5 mins | **Conclusion**  Thank all those in attendance for participating, and speak to the needs for a forthcoming conversation about specific actions.  **Thank You and Next Steps** |

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