Responsibilities of Each Design Team Member

Shape the Agenda: Solicit co-workers' views of recruitment needs and retention problems and share this information with the team.

Contribute to Team Formation and Functioning: Identify and help enforce shared norms, rules, and operational guidelines; welcome and help orient new members; help pick up the slack when someone leaves or needs help; and follow through on assignments.

Engage in the Design Team Process: Attend every team meeting, come prepared, build trust among team members, do not withhold important information, listen actively to other members' views, participate in problem-solving dialogue aimed at consensus.

Preserve Confidentiality and Anonymity: Protect co-workers' and other team members' anonymity and maintain confidentiality in accordance with the team's agreements.

Search for Relationships and Root Causes: When it's possible to do so, identify patterns involving recruitment needs and retention problems and pinpoint their primary causes.

Focus on Solutions: Identify improvement models and strategies that respond to needs, solve problems, and build on individual, group, and organizational strengths.

Identify Constraints, Obstacles, and Barriers: Identify the factors and forces that limit, inhibit, and prevent effective improvement strategies and promising innovations.

Develop Barrier-Busting Strategies: Identify people, resources, strategies, and models that reduce, eliminate, and prevent problematic constraints, obstacles, and barriers.

Request Training and Learning Resources: Enlist the team facilitator's assistance in providing responsive training and mobilizing learning supports and resources.

Identify Competencies: Identify individual, group, and organizational competencies that will improve recruitment, retention, well being, and performance.

Design and Implement Training Programs: Plan and deliver training, enabling co-workers to contribute to improved recruitment, retention, well being, and performance.

Help Co-workers Learn and Develop: Use your formal and informal relationships with co-workers to "spread the word" and help others learn what you have learned.

Serve as a Co-evaluator: Help the project evaluators gain knowledge and understanding about the design team process, training and learning dynamics, important obstacles and facilitators, concrete results, and both unanticipated and unintended consequences.
Set the Stage for Continuous, Lasting Improvements: Identify mechanisms, supports, and resources that enhance your agency's ability to recruit, retain, and support its workers, enabling them to be successful with vulnerable children, adults, and families.