Reuniting on Campus: Start, Stop, Continue Exercise

Reuniting on campus affords colleagues and teams an opportunity to revisit, and even revise, workplace practices and intentions. This past year has likely revealed new insights, awareness, and possibilities for your team; all valuable and valid data to consider moving forward.

As you reunite and consider what this past year has revealed; what have you learned and what does it mean as we gather together again? It may be valuable to engage in a practice - individually and/or collectively - of what you want to **Start doing**, **Stop doing**, and **Continue doing** as we re-enter together.

**Benefits/Goal:** Foster direct and respectful communication between teams and individuals to identify ways the team is succeeding and areas for team improvement, or help identify what is valuable for the team to start to fill gaps, what should be continued and what should be stopped as it is no longer meeting needs. This is a great exercise for new or existing teams to collaboratively determine intentions, expectations, and needs they have in working together.

This exercise can be done with any specific focus – if wanting to address a current need such as, but not limited to:

- Hybrid Work Environment
- Form or Reform Team Working Intentions/Agreements
- A Change in Policy or Practice
- Cultivation of Healthy, Engaging, Equitable Culture
- Communication Needs
- Fostering Inclusion and Belonging

**Length of Time:** 30-60 minutes (could be longer based on discussion time around ideas)

**Facilitation Guidance:** You are welcome to provide questions (below) to individuals as pre-work. If provided in advance, as people enter space (virtual or in-person) invite individuals to share responses to questions on the flipcharts or a whiteboard. Debrief each of the offerings as a group.

If you don’t send the questions out in advance, you can put the flipcharts on the wall or share a whiteboard, and break into three small groups to facilitate crowd-sourcing of ideas. Assign each group a Stop, Start, or Continue flipchart/whiteboard. Give each group set time to discuss and add to the Flipchart/Whiteboard (5-10 minutes as needed), then rotate until each group has had a chance to add to each Flipchart/Whiteboard.

**Note:** you may not need as much time for each group as they rotate to their 2nd and 3rd flipchart/whiteboard as ideas will have generated and will spark new ideas.
Directions:

1. Set up three flip charts and give the following instructions to the group:

**What should we put in place to improve? (Something we should START)**

*Idea sparks:*
- The group is not doing, but think they should be
- Sustain new practices
- New ideas that have come up or not been considered before
- Ideas to address new situations or changes in how we are working together (i.e. hybrid team work)

**What are we doing that isn't working? (Something we should STOP)**

*Idea sparks:*
- Has been revealed as not, or no longer, working for the team
- Are creating barriers or not fostering inclusion and equity
- Are not having the desired outcome
- May have proved to be ineffective
- The team just plain dislikes

**What is working well? (Something we should CONTINUE)**

*Idea sparks:*
- Is working well and the team wants to keep
- The team likes and thinks is creating the desired outcomes
- Is fostering the type of work environment and culture we want
- Is helping the team move forward, together
- Meets multiple individual and organizational needs

**OPTIONAL ACTIVITY**

**Directions for consensus building:**

- Prioritizing the ideas that are generated with “Voting Dots”.
- Provide three sticky dots to each person and invite them to place a dot next to the ideas they would like to see moved forward through action or discussion. *(For example, put your dot next to the activities/ideas that are most important for us to start, stop, or continue.)*
  - Variation - On Zoom invite folks to select a stamp in the Annotation Tools to vote on the slide.
  - All three dots can be distributed to one idea or distributed to varying ideas.
  - Variation - give three dots for each flipchart - Start, Stop, Continue
- After everyone has put up their dots, begin consensus building by inviting group to review the priorities identified by the dots
- After review, invite discussion on what you collectively want to move forward and how? How can this information inform future planning and where you place priorities and resources within the team?
Materials needed:
- Flipchart paper (ideally post-it paper that can stick on a wall)
- Flipchart markers
- Dot stickers for voting (or you can use different colored markers to make checks/dots).

Facilitation Tips:
1. **Discussion Ground Rules**: Level set with the group and encourage open dialogue. You want people to feel okay about poking the elephant in the room (or on the project). You want them to speak up about ideas they have that they may not have felt there was time and space to discuss to date.

2. **Room Set-up / flip charts**: It is recommended that three flip charts are going at the same time so that ideas can be sorted into the right place to begin with. Also, this encourages the group to voice ideas about all three areas and you tend to get a better distribution of ideas. For example, if you begin by asking about all the things that the group wants to “Stop”, they may spend a lot of energy on that and/or run out of time by the time when you ask what things should “continue”. You may also give participants markers and have them individually or in small groups to go around to each of the three flip charts to write their comments/suggestions and then debrief all responses after a set time.

3. **Prioritize**: Save time at the end of the discussion for the group to reflect on all the input and determine what they as a group want to act on. The group can go into overload – especially if there were a lot of ideas generated. Have them pick their top 3 ideas to move on today - just for today. Commit to holding all ideas generated to come back to as capacity and interest allows.