

# QPI Workshop #4 – Workgroups & Governance

## Activity

Staffing Your Workgroup

**Time (30 mins.)**

*3 mins. – Intro*

*20 mins. – Activity*

*7 mins. – Debrief*

### MATERIALS:

- Whiteboards
- Post Its

### GOAL:

To allow participants to form strong, effective workgroups by taking inventory of what skills / people they have represented, what they need represented, and if / who they know who should be invited to join the group for maximum effectiveness.

### OVERVIEW:

- Each workgroup will be assigned to a white board that is divided into three columns: What We Have / What We Need / Who's Missing
- INDIVIDUALLY – each participant should spend 2 – 3 minutes silently writing down all the skills / characteristics that he / she brings to the table as it relates to the workgroup – i.e. good graphic design skills; knows how to use Excel; has lots of connections to judges; good organizer, etc.
- Post-Its are placed in the first column: What We Have.
- INDIVIDUALLY – each participant spends 2 – 3 minutes silently writing down all the skills / characteristic that he / she thinks would be beneficial to the group, that they did NOT write down about themselves.
- Post-Its are placed in the second column: What We Need.
- As a group, everyone should review the Post-Its they put in each column, and make “matches” between What We Have and What We Need.
- After the “matching,” there should be some Post-Its left in the What We Need column – as a group, brainstorm potential people / entities that you might know (or who you would like to know) who could be invited to join your workgroup.

### DEBRIEF:

- Did you uncover any new skills or characteristics for yourself doing this activity?
- Do a lot of people in your group have the same set of skills? Are there any that feel really unique and exciting to your work?
- Do you have a better sense of what it will take for your group to be successful moving forward?
- All groups will share out their remaining needs: Do you think you're in the right workgroup? Can you fill the needs of another group?

**Activity**  
Draft a Governance Plan

**Time (30 mins.)**

**MATERIALS:**

- Flipchart paper
- Markers / pens

**GOAL:**

Participants will have the ability to draft their own version of a potential governance structure for QPI / their work group.

**OVERVIEW:**

- Groups should take 20 minutes to brainstorm / draft a realistic governance model for QPI – recognizing that over the next few months, the “real work” begins, and it is important that people in the initiative are committed to, and feel comfortable with, a governance structure that they’ve helped to create.
- Elements to consider:
  1. How can QPI maintain consistent organizational representation, recognizing that many of the organizations have high staff turnover, etc.? What organizations should be “constant?”
  2. How often does the full group meet? How often should Working Groups meet?
  3. Do the workgroups need a “chair” or a “leader?” If so, how should that person be selected? If not, how should the workgroups hold themselves accountable?
  4. How do the different organizations and Working Groups interact / collaborate with each other? How do you maintain a culture of collaboration within QPI?
  5. What else do you need to feel accountable and productive?
- All groups share out their proposed structures.

**DEBRIEF:**

- Groups will share out their ideas – facilitators will collect the papers and create an inclusive structure to be proposed next month.