

Provision of quality and timely psychological first aid
to people affected by Ukraine crisis in impacted countries

STRUCTURED TEAM MEETINGS

A suggestion for structured team meetings can follow the steps below. Follow the same structure so it is familiar to the team and everyone knows happens during the meetings.

It should be noted that if there is there is an important emotional process in the team, either between team members or in relation to those, the team is supporting, the structure can be parked for a discussion of the 'burning questions or the burning issue' and the team leader can go back to the normal structure of the team meeting.

1. WELCOME

Open the meeting and give an overview of the agenda of the meeting and the purpose of the meeting. Ask for a note taker for the decisions made during the meeting. Ensure that those not present can access the key points of the meeting. Note down who is in the meeting.

2. CHECK IN

Conduct a brief check in round to find out how everyone is doing. Opening question can be used to break the ice and get to know each other better.

I am checking in with the expectation that (related to the topic of the meeting) or Mention a good thing that happened in the team recently? What do you do to relax? What takes you out of your comfort zone? or What are you looking forward to this weekend?

An opening question can also be for the team leader to gauge the mood of the team.

Say one word that describes how you are doing this morning. Or Say how you are doing today in the form of a weather report.

Other ways of opening the meeting can be in the form of an introduction to a key topic of the meeting as for example:

What do you look most forward to in learning psychological first aid?

What is your first association when I say the psychological first aid?

3. SHARE RELEVANT UPDATES AND OR INFORMATION

Share updates from volunteer team leader/management/branch/headquarters/local council etc.

Give relevant information about procedures or new initiatives relevant for the team. In the case of a shelter, it could be updated referral information, new procedures relevant for those living in the shelter, new materials, training opportunities, upcoming team dinners or excursions.

4. ANY OTHER BUSINESS

Open the floor for questions, inputs and discussion with participants. Invite everyone to share their thoughts about what has been said or about any other topic of interest to them.

5. END THE MEETING

Close the meeting by summing up key points or important decisions and make sure they are noted by the note taker. It should be summed up who is responsible for what and when, so it is possible to follow up at the next meeting. Ensure notes are shared with those who couldn't be present at the meeting.