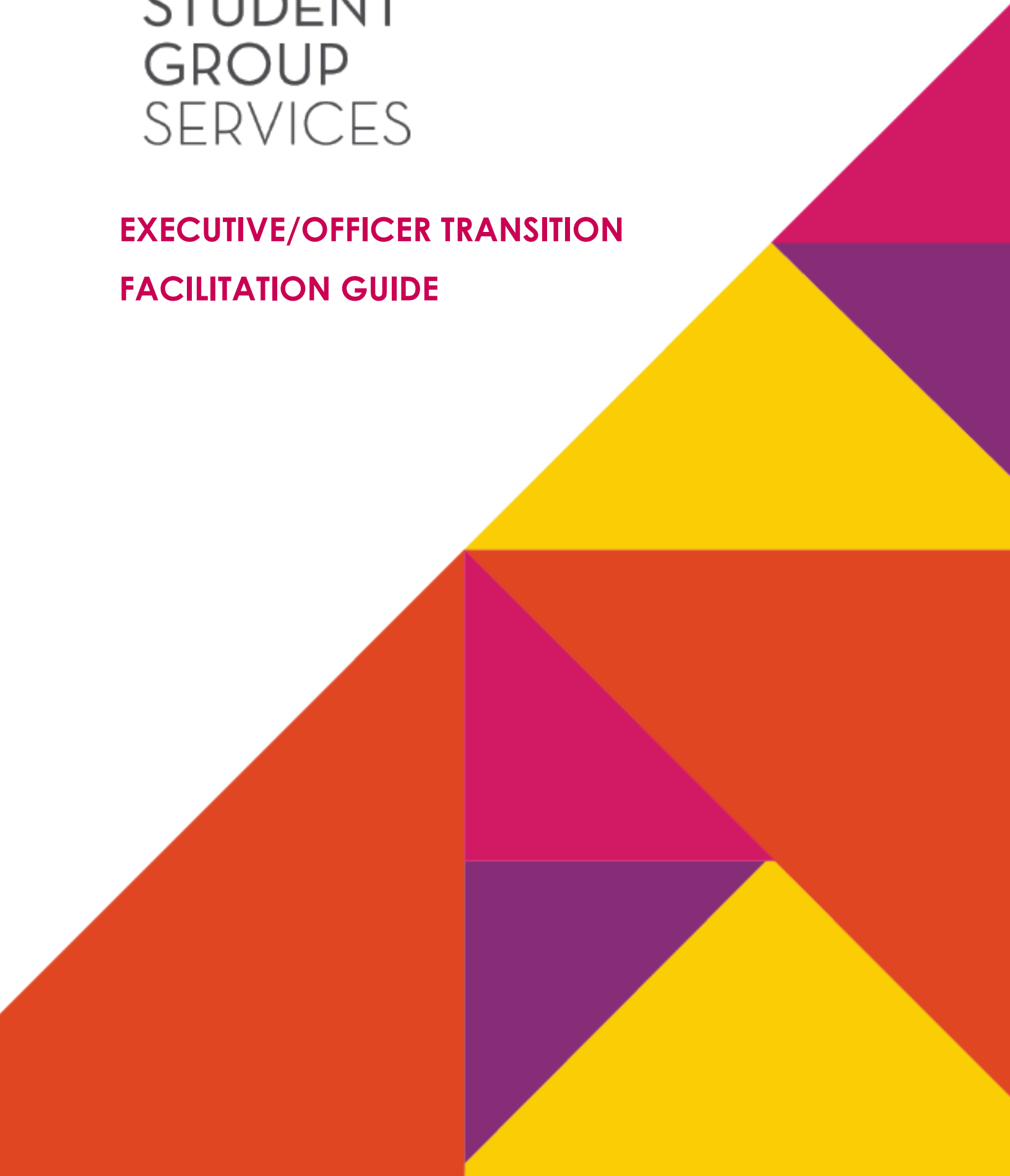


# STUDENT GROUP SERVICES

## **EXECUTIVE/OFFICER TRANSITION FACILITATION GUIDE**



# Transition Facilitation Guide

Hello, this facilitation guide will help you have a smoother transition meeting with your student group. The guide will include both presentation information and activities you can do with your student group. Feel free to adapt as you find works best for your group—every student group’s transition might look different!

**Objectives:** *(these are just an example of objectives, it is helpful to keep them in mind when planning your facilitation)*

- Old executive team gets to reflect about their time and pass on knowledge to new team
- New executive team learns from the old team and sets goals and expectations for the new year and gets to know one another.

Here is a checklist suggestion of what you need to prepare and do before, during, and after your workshop!

## Before

- Establish who will be part of the facilitation team
- Set a location
- Create an agenda with timing
- Select what activities and workshops you will be doing
- Assign roles and responsibilities
- Prepare materials (paper, markers, etc.)

## During

- Introductions and icebreakers!
- Track questions or set time for them at the end
- Have breaks to keep folks engaged
- Incoming and outgoing executive 1-1’s (for each position)
- Set goals and expectations for the new team
- Have some professional development

## After

- Get feedback on how it went
- Check in on new executives
- Clean up and recycle anything that might be helpful next year

~There might be more or less things you need to prepare this is just a suggestion of things to keep in mind~

The following are just an example on what your presentation might look like for your transition facilitation! Feel free to use it as a template and edit it to fit your student group's needs.

Slide #	Content
1	<p><b>Welcome and Introduction [time]</b></p> <p><b>SAY:</b> Welcome everyone! My name is (your name), I use (your pronouns) pronouns, and I am (your position)</p>
2	<p><b>Treaty Acknowledgement [time]</b></p> <p><b>SAY:</b> Before we get started, I'd like to begin with a Treaty Acknowledgement.</p> <p><b>[Insert treaty acknowledgement when written]</b></p> <p>Here are some links to help you write one!</p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=yXYhBml2c2I">https://www.youtube.com/watch?v=yXYhBml2c2I</a></li> <li>• <a href="https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-territory">https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-territory</a></li> </ul>
3	<p><b>(Your group's name) Transition Meeting [time]</b></p>

	<p><b>SAY:</b> We're going to talk about what we need to do to transition from this past year's team to this upcoming year's team!</p>
4	<p><b>Learning Outcomes [time]</b></p> <p><b>SAY:</b> If you enjoy learning outcomes, here are the learning outcomes for today's session!</p> <p><b>DO:</b> Read learning outcomes from the slide.</p>
5	<p><b>Overview</b></p> <p><b>SAY:</b> Here's a brief overview of what we're going to do today. We'll start with a little icebreaker, then we'll get into some discussions about what transitioning is, our club's general transition, we will separate and go into 1-1 transition for every executive transition. After this the old executive team is free to go and we will end our session with some goal setting with the new executive team.</p>
6	<p><b>Icebreaker [time]</b></p> <p><b>SAY:</b> Let's start with an icebreaker! Please say your name, pronouns, positions, and if you were to drink just coffee or tea for the rest of your life, which would you choose? (example)</p> <p><b>DO:</b> Facilitator will go first, then popcorn to another person in the room. Have each participant pass it on to another participant until everyone has a turn.</p>
7	<p><b>Why Transition? [time]</b></p> <p><b>SAY:</b> Why do we transition as a student group?</p> <p><b>DO:</b> You can either set up a poll for folks to answer on or just popcorn it!</p> <p>You should look for answers regarding:</p> <ul style="list-style-type: none"> <li>Maintaining momentum</li> <li>Transferring experience/knowledge</li> <li>Catching up with skills</li> <li>Setting goals</li> </ul>

8	<p><b>General Club Transition [time]</b></p> <p><b>DO:</b> Take this time for the old executive team to share projects, goals, and what was accomplished in their school year. You can have people show the financial standing the group is left in so that everyone is aware.</p> <p>Any general tips for club operations from the old executive team!</p>
9	<p><b>General Club Transition con't. [time]</b></p> <p><b>DO:</b> Here is a list of things to go through!</p>
10	<p><b>SWOT analysis [time]</b></p> <p><b>SAY:</b> This is a great tool to assess what both executive groups' views and opinions are and how we can take into consideration both perspectives for the new year.</p> <p>Explain what it is using an example on this slide!</p>
12	<p><b>SWOT analysis con't. [time]</b></p> <p><b>SAY:</b> Now it is time to do our own for our student group! Each person takes some time to write down what we think are the strengths, weaknesses, opportunities and threats our student group has!</p>
13	<p><b>1-1 Transition Meetings [time]</b></p> <p><b>SAY:</b> We will now be separating into executive positions and going through our transition packages together!</p>
14	<p><b>Goal Setting [time]</b></p> <p><b>SAY:</b> Thank you to last year's executive team for coming and sharing with us what they have learned this past year. We will now be moving on to our goals for this next year!</p>

15	<p><b>SMART Goals [time]</b></p> <p><b>SAY:</b> We will be using this smart goals model to set goals. I want everyone to think about something they want to see happen this year. After this we will come together and make goals for the group in general and share our personal ones!</p>
16	<p><b>Team bonding activity [time]</b></p> <p><b>SAY:</b> We will now be having a team bonding activity to get to know each other better!</p>
17	<p><b>Thank you</b></p> <p>SAY: Thank you very much for your time, energy and engagement today!</p> <p>Before you leave, please complete the feedback forms on your table!</p>

**Other resources:**

[Student Group Leader Orientation](#): contains multiple modules with information for student groups to prepare for their time as executives

[Student Group Services Resources](#): contains many documents and templates that will provide you with helpful information.