

Miami Dade County Asian American Advisory Board

SMALL GROUP INSTRUCTIONS

DUTIES OF EACH GOAL SMALL GROUP:

1. **FOLLOW STEP BY STEP; DO NOT PROCEED TO NEXT STEP UNTIL YOU HAVE FINALIZED THE STEP YOU ARE WORKING ON. THIS TIME INCLUDES LUNCH. WORK EFFICIENTLY, THE FACILITATOR WILL ASSIST YOU IF NEEDED.**
2. **General Review:** Review the statement of your Goal.
3. **Recording:** Pick a person to write down your work on the flipchart sheets.
4. **Reporting Out:** Pick a person from your group who will report out on the list of Objectives when we reconvene. Plan to report for no longer than 10 minutes.
5. **Objectives:**
 - a. Working together, develop a list of Objectives to meet your Goal.
 - b. Ensure that each of your Objectives meets the following criteria: Objectives are SMART:
 - i. Specific
 - ii. Measureable
 - iii. Achievable
 - iv. Realistic
 - v. Have a Timetable (can be approximate)
 - vi. AND an Objective reaches the goal while resolving the issues, so review your issues.
 - b. Use the flipcharts provided to write down your Objectives.