

Cool Winchester Team Leader Checklist

Team Leader's Goal

To have team's households take actions and plan future actions to achieve 25% or more in CO2 reductions.

To achieve this goal, please provide members:

- Well managed meetings, including finishing on time
- Clear expectation for attending all meetings
- Inspiration, encouragement and avoidance of guilt

A few days before each meeting, email members:

• A meeting reminder with a description of what will be covered and what members need to do to prepare.

First Meeting: "Team Building"

Before First Meeting, team leader needs to:

- Read LCD book & book errata sheet
- Get email and phone contact information for each household (phone tends to work better than email)
- Confirm a date, time and location for at least the first meeting that works for all members
- Suggest each team member obtain (from Library or Book Ends) LCD book and bring it to first meeting
- Mention team members can check out KW devices from the Winchester library
- Review Team Leader Training presentation (on Cool Winchester web site)
- Read pgs 61-62 "Team Building Meeting Guide" in book
- Download from Cool Winchester web site current Carbon Calculator and Action Plan Excel files
- Calculate your own carbon footprint if you have not already done so
- Create your own initial Action Plan if you have not already done so
- Print SAMPLE Carbon Calculator and SAMPLE Action Plan (on Cool Winchester web site)
- Print a couple of spare, blank Calculators and Action Plans in case needed at meetings
- Look at Cool Winchester website and resources to gain familiarity with it
- Email each household Carbon Calculator and Action Plan files "for later use"

At First Meeting:

Follow relevant instructions in the LCD book and be sure to:

- Hand out copies of your Carbon Calculator or the sample one to all members
- Explain how to use the Carbon Calculator, mentioning each question briefly
- See if anyone can't use Excel. If so, provide them paper copy of Calculator and Action Plan and arrange for someone to enter their numbers into Excel and print out both their files for the next meeting
- Hand out copies of your Action Plan or the sample one to all members
- Explain how to fill out the Action Plan and the difference between the first two Actions columns
- People may want to arrange an energy audit ASAP to help them (see our web site, Green Tips #15)
- Promote Action #16, Nstar Green, as the easiest, effective action ALL can consider (see Green Tips #16)
- Schedule the remaining three eco team meetings if not yet set
- Review next steps ("homework") for members to take before the next meeting
- Determine best times for support calls to each member

After First Meeting: (*Member actions in italics*)

- Members fill out and print out both calculator and Action Plan*
- Ask everyone to email you their completed Carbon Calculators to review before next meeting
- Ask everyone to email you their Action Plans ("first DRAFTS") to review before next meeting
- Call each member and talk for 10 minutes or less about how they are doing

Second Meeting: "Cool Lifestyle Practices"

Before Second Meeting:

- Read pgs 63-65 "Cool Lifestyle Practices" in book
- Review Carbon Calculators and Action Plans received for reasonableness. Request missing ones.
- Remind people to bring printouts of their Carbon Calculator and Action Plan to next meeting

At Second Meeting:

Follow relevant instructions in the LCD book, but be sure to include:

- Ask to see Carbon Calculators and Action Plans you had not already received
- Arrange for help if needed by someone
- Each member shares their carbon footprint and reduction goal*
- Verify reasonableness of reported Carbon Calculator entries (SAMPLE file helps with that)
- Each member reports which two areas contributed most to their carbon footprint*
- Each action in Section One of Action Plan is read out and discussed
- Note: Calculator and Plan are intentionally simple and thus cannot describe all possibilities
- Note: Calculator and Plan are tools to see where changes might be made, not measures of virtue
- Review next steps for members

After Second Meeting:

- Members make arrangements to implement Section One Lifestyle Practices Actions they chose to take*
- Members may want to update their Action Plans and print them again*
- IMPORTANT! Follow up if there are any Calculators or Action Plans you still have not yet reviewed
- Call each member and talk for 10 minutes or less about how they are doing

Third Meeting: "Cool Household Practices"

Before Third Meeting:

- Read pgs 66-68 "Cool Household Practices" in book

At Third Meeting:

Follow relevant instructions in the LCD book, but be sure to include:

- Members share how they did taking their lifestyle (Section One) actions*
- Each action in Section Two of Action Plan is read out and discussed. Emphasize #16, Nstar Green.
- Review next steps for members

After Third Meeting:

- Members make arrangements to implement Section Two Household Practices Actions they chose to take*
- Members may want to update their Action Plans and print them again*
- Remind all to email you any UPDATED Action Plans (delete older versions or file them separately)
- Call each member and talk for 10 minutes or less about how they are doing

Fourth Meeting: "Empowering Others"

Before Fourth Meeting:

- Review completed UPDATED Action Plans received
- Read pgs 69-70 "Empowering Others" in book
- Print for each member a "Pledged Future Actions Completed" handout (on Cool Winchester web site)

At Fourth Meeting:

Follow relevant instructions in the LCD book, but be sure to include:

- Members share how they did taking their household (Section Two) actions*
- Members share how they did overall- what % reduction they were able to achieve on their plan*
- Members state actions they would like to take to empower others to reduce their footprints*
- Check that you have the most recent Action Plan files from all members
- Encourage members to complete member feedback survey (on Cool Winchester web site)
- Hand out "Pledged Future Actions Completed" instructions (also on web site) and then Celebrate!

After Fourth Meeting:

- Leader complete leader feedback survey (on Cool Winchester web site)
- Leader email members' latest Carbon Calculators and Action Plans to coolwinchester@gmail.com
- Email members the team's compiled results when received back from Cool Winchester