



Guide for the Power Teams: Orientation for the First Meetings and Beyond

This guide is intended to provide Power Teams with a clear structure to facilitate getting started and to make regular meetings effective. The orientation is based on proven methods such as the "Monthly Progress Monitor."¹ The goal is to support Power Team members in achieving their long-term goals.

General Framework

- Group size: 4–5 people per team.
- Meetings:
 - Regular appointments, preferably every two weeks.
 - Duration: approx. 1 hour per meeting.
 - Format: Online (optionally, a joint in-person meeting if needed, e.g., 1–2 focus weekends per year).
 - Make sure you are in a place where you can speak freely during this meeting so that you can honestly share challenges and problems in this protected setting.
- Basis of trust: The group should remain consistent in order to build trust and reliability.
- Goals: Goals should be long-term (3 months to 3 years) and SMART² (specific, measurable, achievable, relevant, and time-bound).
 - Stell sicher, dass du für diesen Termin an einem Ort bist, an dem du frei reden kannst, damit du Herausforderungen und Probleme in diesem geschützten Rahmen ehrlich teilen kannst.

¹<https://thedutchphdcoach.com/the-monthly-progress-monitor-5-questions-to-stay-on-track/>

²https://www.orghandbuch.de/Webs/OHB/DE/OrganisationshandbuchNEU/4_MethodenUndTechniken/Methoden_A_bis_Z/SMART_Regel_Methode/SMART_Regel_Methode_node.html

Guide for Structuring the Meetings

1st Meeting: Getting to Know Each Other and Setting Goals

1. Introduction round:

- Everyone briefly introduces themselves (name, professional background, current context).
- Exchange about personal motivation and expectations of the Power Team.

2. Clarification of goals:

- Each person describes one or more long-term goals they would like to achieve with the support of the group.
- The group asks questions and gives feedback to make the goals SMARTer.

3. Homework:

- By the next meeting, each person creates a detailed plan for achieving their goal.
- Rule of thumb as a guide for planning:
 - 1 milestone per 2 months
 - 1–2 concrete steps per 2 weeks
 - For a goal with a duration of 6 months, this results in about 3 milestones and 15–20 steps.

2nd Meeting: Planning and Feedback

1. Presentation of the plans:

- Each person presents their detailed plan for achieving the goal.

2. Feedback round:

- The group provides constructive feedback on the plans.
- Goal: To make the plans clearer, more realistic, and SMARTer.

From the 3rd Meeting Onward: Regular Structure

Each meeting follows a clear structure:

1. Preparation:

- Beforehand, each person answers the following five questions:
 - What are the most important results since the last meeting?
 - Did I deviate from my plan? If so, why?
 - What are my most important goals until the next meeting?
 - What do I need to do to achieve these goals?
 - What obstacles do I see, and how can I overcome them?

2. Exchange during the meeting:

- Each person briefly presents their answers to the five questions.
- The group gives feedback, discusses possible challenges, and offers suggestions.

3. Planning:

- Each person formulates concrete steps for the next two weeks.

Reflection Meeting: Semi-Annual Review

1. Long-term reflection:

- After about 6 months (or after 25% of the planned target time), a reflection meeting is scheduled.

2. Questions for reflection:

- Are the long-term goals still relevant and achievable?
- Is there a need for adjustments?
- What insights have been gained so far?

3. Adjustment of plans:

- Revision of the goal-setting or the steps, if necessary.

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