

## Inviting Self-Assessment Team Members: The Elevator Speech

You need to be thoughtful about how you will get members to commit to serving on your Self-Assessment team. Preparing a brief speech may be useful as you plan to approach new team members.

### Focus your short invitation on three key pieces:

- Provide an overview of the Self-Assessment process.
- Add a personalized touch that makes it clear you recognize the value this person would add to the team and the reason you think he or she can help Head Start with this process.
- Offer clear next steps.

### Sample completed speech:

- **Brief overview:** Our Head Start program is beginning our annual Self-Assessment. We conduct one every year to help us check the progress we're making on our goals and objectives, identify systemic issues, and consider new innovations. It would involve a few meetings, fruitful discussions, and good use of everyone's ideas to make our Head Start program the best it can be.
- **Personalized touch:** One of our Self-Assessment subgroups will be focused on child health and safety. I know you have many years of experience working in this area with playground inspection. You could share insights and ideas that would help us make important adjustments to how we get children ready for school!
- **Clear next steps:** I'm really excited about the possibility of having you join our team. We would all benefit from your expertise, and I think you'll enjoy the process, as well. Let's set up a time next week to talk more. What works for you?