

**Center on Enhancing Early Learning Outcomes (CEELO) Training**

**May 17, 2017, 8:00 am – 5:00 pm**

**May 18, 2017, 8:00 am-4:00 pm**

<b>Time</b>	<b>Agenda item</b>	<b>Materials</b>	<b>Who</b>
8:00 AM	<b>Welcome &amp; Introductions</b>		All
8:15 AM	<b>Purpose &amp; Goals</b>		Jana and Lori
8:30 AM	<b>Ice Breaker- introvert/extrovert dynamic</b>	<a href="http://blog.clickmeeting.com/how-introverts-and-extroverts-act-differently-in-meetings">http://blog.clickmeeting.com/how-introverts-and-extroverts-act-differently-in-meetings</a>	All
9:00 AM	<b>“Challenges” survey results</b>	PPT: Survey summary	ACS & All
9:30 AM	<b>Review Strategic Communication definitions</b>	PPT	ACS
10:00 am	<b>Journaling</b>		ACS & all CEELO staff
10:30 am	<b>Pair up by related project</b>	PPT: Survey results	ACS & all CEELO staff
11:30 a.m.	<b>Relationship Mapping</b>	Network Mapping	ACS & all CEELO staff
12:30 pm	<b>Lunch</b>	N/A	N/A
1:15	<b>Messaging</b>	<i>Reading: “Persuasion in a Post-Truth World”</i>  Giving Jargon the Boot	ACS
2:15 PM	<b>Develop and practice messaging: breakout group and report out</b>		ALL

3:15 PM	<b>KICKBOXING OR JAZZERCISE</b>		ALL
3:30 PM	<b>Challenging communication</b>	Reading: <i>3 Ways to Promote Gender Equality through Communication</i>  Privilege checklist	ACS
4:30-5:00 PM	<b>Journaling</b>		ALL
	<b>DAY 2</b>		
8:00 AM	<b>Recap and/or reflections of day 1</b>		All
8:30 AM	<b>Framing and pivoting</b>	<i>READING: Excerpt from "Mindful Messaging"</i>	ACS
10:00 AM	<b>Role of technology in communication</b>		ACS
10:30 AM	<b>Storytelling: Theory and practice</b>	<i>READING: "The Nigerian Prince Email Scams and the Power of Storytelling"</i>  PPT  Active listening exercise	ACS
11:30 AM	<b>Journaling and reflection</b>		ALL
12:00 PM	<b>Lunch</b>		ALL
1:00 PM	<b>Meeting strategy</b>	<i>READING: "The Condensed Guide to Running Meetings"</i>  Exercise	ACS
1:45 PM	<b>Prepare for a meeting</b>	PPT: Survey results	ALL

2:30 PM	<b>JAZZERCISE OR BOOT CAMP/Break</b>		ALL
3:00 PM	<b>Lessons Learned- REFRESH ON ACTION COMMITMENTS</b>	Action commitment forms	ACS
3:45 PM	<b>Wrap up and reflections</b>		ACS/ALL