



# Leadership

**CEELO LEADERSHIP ACADEMY**  
**Face-2-Face Meeting – External Agenda**  
**1025 Thomas Jefferson Street, NW, Suite 700W**  
**Washington, DC 20007**

**TUESDAY – November 6**

Time	Lead	Topic	Desired Result	Follow up – Action item
<b>12:00</b>	Coaches & Implementers	Coaches Lunch	Discussion – fellowship (how coaching is going – individual fellows’ needs) Upcoming leadership projects – <ul style="list-style-type: none"> <li>• Systems Thinking Train the Trainer</li> <li>• Legacy State Network</li> <li>• Leadership Academy 2.0</li> </ul>	
<b>2:00</b>	Lori/Jana	<ul style="list-style-type: none"> <li>• Leadership Academy 2.0</li> <li>• Job-embedded projects</li> <li>• Post-academy in state meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Inform fellows and gain feedback on new Systems Thinking ToT opportunity</li> <li>• Learn how JEPs are going</li> <li>• Elaborate on Post – academy in state meetings</li> </ul>	
<b>3:00</b>	Coaches	Group Coaching Session		
<b>3:30</b>	Coaches	Individual Coaching Sessions		
<b>4:30</b>	All	Regroup – Problem of Practice		
<b>5:00</b>	Adjourn	Fellows Dine on	Fellowship & Fun	

		Own		

**WEDNESDAY – November 7**

Time	Lead	Topic	Desired Result	Follow up – Action item
<b>8:30</b>	Jana	Welcome & Introductions		
<b>8:50</b>	ACS	Purpose & Goals	Focus for the day	
<b>9:00</b>	ACS	Icebreaker		
<b>9:20</b>	ACS	Review of Survey Results	Grounding information	
<b>9:45</b>	ACS	Challenging Scenario Tool	Guide/pivot back point for multiple agenda items and discussion	By the close of the training utilize the tool to help resolve (in part or in full) a current/ongoing/relevant challenge in your work.
<b>10:30</b>	ACS	Realities of Personalities: Leveraging who you are	Reflection on how this impacts your challenging scenario and if any component of your challenging scenario changes as a result	
<b>11:15</b>	ACS	“Managing” Up-Down-Sideways	Help identify and leverage existing skills related to mitigating various management scenarios. Review article for guiding points.	
<b>12:15</b>	ALL	Walkabout		
<b>12:30</b>	ALL	LUNCH (with coaches)		
<b>1:30</b>	ACS	Internal Communication: Pick. Up. The. Phone!	Understand that success in any type of communication is grounded in the vehicles you use to communicate and those vehicles must be aligned with the needs of your target audience, content of the message, and perhaps the messenger’s personality type.	

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			Finding the balance is critical to the success	
<b>2:30</b>	ALL	Break and journaling		
<b>2:45</b>	ACS	Developing Effective Messaging	Development of succinct messages for a particular or multiple scenarios	
<b>4:15</b>	ALL	Walkabout		
<b>4:30</b>	ACS	Day 1 Challenging Scenario Reflection	Take time to review learning from the day and determine if anything else changes within your existing challenging scenario	
<b>4:45</b>	Jana	Evening Instructions		
<b>5:00</b>	ALL	ADJOURN		

**THURSDAY – November 8**

Time	Lead	Topic	Desired Result	Follow up – Action item
<b>8:30</b>	ACS	Recap and Goals for the day	Centering and focus	
<b>8:45</b>	ACS	Strategic Communication: What it is and why it matters	Overview of key components to help apply to larger communication needs.	Plan example for powerpoint- Goals strategies, tactics, and timeline with travel analogy
<b>9:15</b>	ACS	Storytelling: It's the SHOW not the just the tell	How to effectively integrate a story into your communication	
<b>10:00</b>	ACS	Equity, Equality, & Bias	Discovery of terms and definitions, identification of gaps in understanding, application of daily work if applicable	
<b>10:45</b>	ALL	BREAK and journaling		
<b>11:00</b>	ACS	Handling Difficult Conversations: Framing Messages and Pivoting	Increase comfort level in preparing for, engaging in, and getting through difficult conversations	
<b>12:00</b>	ALL	Journaling		

Time	Lead	Topic	Desired Result	Follow up – Action item
<b>12:15</b>	ALL	LUNCH (with coaches)		
<b>1:15</b>	ALL	BREAK		
<b>1:30-3:30</b>		Improving your presentation skills; engaging with less familiar audiences		
<b>3:30</b>	JANA & ACS	Developing Communication Action Commitments		
<b>3:50</b>	ACS	Wrap up & Reflection		
<b>4:00</b>	ACS	Adjourn		