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**CEELO LEADERSHIP ACADEMY**

**Face-2-Face Meeting – Timed Agenda**

**1025 Thomas Jefferson Street, NW, Suite 700W | Washington, DC 20007**

**TUESDAY – January 8, 2019**

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| --- | --- | --- | --- | --- |
| Time | Lead | Topic | Desired Results | Notes |
| 12:00 | Coaches & Implementers | Coaches Lunch | Develop expectations for the academy to include in-State Meeting plans and JEP follow-up.  Discuss coaching model and expectations for Cohort 5 |  |
| 2:00 | Lori/Jana | Post-academy in state meetings and Next Steps | Discuss plan for the in-state meetings to include budget items of travel, consultants, & next steps. |  |
| 3:00 | Coaches | Final Group Coaching Session | Provide coaching & mentoring of fellows in small group settings re: their leadership development and last minute questions on presentations. |  |
| 3:30 | Coaches | Individual Coaching Sessions | Provide coaching & mentoring of fellows individually. |  |
| 4:45 | All | Regroup – Preparation for Wednesday-Thursday | Explain expectations for Wednesday’s meeting. |  |
| 5:00 | Adjourn | Fellows Dine on Own |  |  |

**WEDNESDAY – January 9, 2019**

| Time | Lead | Topic | Desired Results | Notes |
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| 8:30 | Jana | Check-in and Welcome | Provide time for reflection and preparation for the day. |  |
| 9:00 | Tracy | Mapping Your Leadership Journey | Fellows to reflect upon their own leadership journey to include how equity issues have impacted their leadership path. |  |
| 9:45 | Jana | Set up for Fellow Presentations – Order Draw | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 10:00 | Fellow 1 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 10:30 | Break |  |  |  |
| 10:45 | Fellow 2 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 11:15 | Fellow 3 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 11:45 | Fellow 4 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 12:15 | ALL | LUNCH |  |  |
| 1:15 | Jana -Tracy | Regroup, Reflect, Refresh |  |  |
| 1:45 | Fellow 5 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 2:15 | Fellow 6 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 2:45 | Fellow 7 | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  |
| 3:15 | Tracy | Phone Conferences – Roundtable or PDG-B5 | Provide a connection to equity issues by visiting the National Museum of African American History & Culture (if open). |  |
| 5:30 | All | Travel to Dinner in NW |  |  |
| 6:00 | All | Evening Celebration at Martella Home | Celebration and networking with coaches & staff on a successful leadership academy. |  |

**THURSDAY – January 10, 2019**

| Time | Lead | Topic | | Desired Results | | Notes |
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| 9:00 | Jana - All | | Check-in Regroup, Reflect, Refresh | Provide time for reflection and preparation for the day. |  | |
| 10:00 | Fellow 8 | | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  | |
| 10:30 | Fellow 9 | | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  | |
| 11:00 | Break | |  |  |  | |
| 11:15 | Fellow 10 | | Final Presentation | Fellows share the progress and learning from the academy, including individual leadership insights from their job embedded projects, successes and challenges, & impact of academy on advancing ECE policy. |  | |
| 11:45 | Lunch | | Get lunch and set up for working lunch – discussion and reflections | Networking with coaches and CEELO Staff. |  | |
| 1:00 | Lori-Jana – Tracy - All | | What’s Next? In-state meetings and other leadership opportunities.  Action Commitments and closeout celebration. | Review next steps for in-state meeting proposals, action commitments for continued growth & celebration. |  | |
| 2:15 | Break | |  |  |  | |
| 2:30 | Tracy- All | | Leadership Pathways – Panel Discussion with Shannon Christian and Chrisanne Gayl | Discussion from ECE leaders on their leadership journey. Q&A on successes & challenges along the way. |  | |
| 4:00 | ALL | | ADJOURN |  |  | |