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**CEELO LEADERSHIP ACADEMY**

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

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

**TUESDAY – April 2, 2109**

| Time | Lead | Topic | Desired Results | Notes & Action Commitments |
| --- | --- | --- | --- | --- |
| 11:00-12:00 | Faculty/Coaches | Coaches welcome | Welcome coaches & provide a general information/expectations of the meeting. |  |
| 12:00-12:45 | Tracy/Jana | Welcome, introductions, logistics, binder review. | Develop expectations for the academy, introductions to each other & to meeting logistics. |  |
| 12:45-1:30 | Coaches | Lunch with coaches in small groups | Coaches provide coaching support to assigned fellows. |  |
| 1:30-2:00 | Tracy | 6 Core Competencies; focus on 1. Self as Agent of Change: 2. RBA, 3. Adaptive Leadership, 4. Act on disparities Equity 5. Systems Thinking, 6. Communication/Collaboration | Review the 6 Core Competencies of the Academy and Person, Role, System content |  |
| 2:00-2:45 | Tracy | Four Corners—Self- As An Agent of Change | Fellows will reflect on their personality strengths and how their personalities contribute to leadership and work place dynamics. |  |
| 2:45-3:45 | Jana | Technical vs Adaptive Work | Explain differences between technical vs adaptive work and have fellows’ practice with exercises. |  |
| 3:45-4:00 | ALL | Break | Restroom break, email check, etc… |  |
| 4:00-4:45 | Jim | Break then  Personal Role, System, BART | Explain BART and have fellow discussion regarding BART in their current roles. |  |
| 4:45-5:00 | Jana | Introduction to Journaling | Set expectations and benefits of journaling | 10 minute explanation; 5 minutes of journaling. |
| 5:00 | Adjourn |  |  |  |
| 5:30 | ALL | Dinner & Group Activity | Fellow, coach, staff networking dinner. |  |

**WEDNESDAY – April 3, 2019**

| Time | Lead | Topic | Desired Results | Notes & Action Commitments |
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| 8:30-8:50 | Jana | Check-in and Welcome; | Provide time for reflection and preparation for the day. |  |
| 8:50-9:20 | Tracy | Habits of a Systems Thinker; Iceberg Exercise | Introduce fellows to habits of Systems Thinking |  |
| 9:20-10:15 | Jim | Theory of Aligned Contributions & HA HA Chart | Provide lessons on theory of aligned contributions & exercises related to HA HA chart, Accountability Chart. |  |
| 10:15\_10:35 | Penny | Provide prompt for journaling; break time | Allow time for journaling & reflections. |  |
| 10:35-11:15 | Jana | Trend Lines & Curves | Provide explanations of trend lines in curves when tracking data and provide time for practice. |  |
| 11:15-12:00 | Penny | Performance measures answer four questions | Review context of performance measures |  |
| 12:00-12:45 | Lunch | Lunch & coaching | Enjoy lunch and coaching conversations. |  |
| 12:45-1:45 | Jana | Whole Population, Program-Level Results | Review whole population & program-level results. |  |
| 1:45-2:30 | Fellows/coaching support | Whole Population, Program-Level Results | Fellows Practice refining their JEP language. Discuss slides for upcoming webinar. |  |
| 2:30-3:00 | Coaches & Fellows | Coaching --Group |  |  |
| 3:00-3:45 | Coaches & Fellows | Coaching--Individual |  |  |
| 3:45-4:30 | Tracy /Jana | Leadership on the Line; | Discussion on assigned homework readings of Leadership on the Line |  |
| 4:30-4:45 | Fellows | Journaling | Fellows reflect on learning |  |
| 4:45-5:00 | Jana | Dinner Options for fellows & Adjourn |  |  |

**THURSDAY – April 4, 2019**

| Time | Lead | Topic | | Desired Results | | Notes & Action Commitments |
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| 9:00-9:30 | Tracy - All | | Check-in Regroup, Reflect, Refresh | Provide time for reflection and preparation for the day. |  | |
| 9:30-9:45 | Tracy | | Introduction to Journey Mapping | Review journey mapping reflection exercise. |  | |
| 9:45-10:00 | Tracye S/Deb A | | Journey Mapping | Tracye & Deb share their journey through leadership. |  | |
| 10:00-10:30 | Fellows | | Journey Mapping | Fellows map their journey and share with each other |  | |
| 10:30-10:40 | Break | |  |  |  | |
| 10:40-10:50 | Jana | | Results leadership to drive policy changes & aligning partners to work | Introduction from Jana on leadership driving policy changes & aligning partners to the work. |  | |
| 10:50-11:30 | Tracye S & Deb A | | Results based leadership and leading for policy change. | Discuss how they used leadership, partners to impact policy change in their States. |  | |
| 11:30-11:50 | Fellows | | Q & A of Tracye/Deb | Fellows ask questions of Tracye/Deb. |  | |
| 11:50-12:00 | Fellows | | Journaling | Fellows reflect on learning. |  | |
| 12:00-1:00 | Lunch | | Lunch | Networking with coaches and CEELO Staff. |  | |
| 1:00-1:45 | Jana | | Mental Models | Discuss mental models and review videos related to mental models. Facilitate discussion with fellows on their mental models. |  | |
| 1:45-2:15 | Jim | | Moving from Talk to Action: the Collaborative Work Cycle | Fellows understand the infrastructure that can help groups move into action | Jim will also show the Leadership Toolkit. | |
| 2:15-2:30 | Break | |  |  |  | |
| 2:30-3:15 | Jana/ Tracy | | Action Commitments & develop data slides, Upcoming Webinars Problem of Practice | Fellows write their action commitments for learning application and determine who will share problem of practice on next webinar. |  | |
| 3:15-3:30 | Jana/Tracy | | Reflections & Adjourn | Fellows reflect on learning and provide last words until next meeting. |  | |