

## **PROPOSAL: MANAGEMENT STAFF PLANNING RETREAT**

### **Background:**

During 1987-88 WCCAO developed its first long range, strategic plan which went into effect during 1988-89. It was originally intended to be a five year plan that guided all of WCCAO's activities. While the plan has clearly guided and changed WCCAO, it will be in effect for seven years, through fiscal year 1994-95. The next strategic plan will be developed between July 1994 and February of 1995. A staff leadership retreat will provide a forum to reflect on and learn from the implementation of our current strategic plan. It will also allow us to identify and act on any final task needed to achieve our goals.

### **Proposal:**

To hold a facilitated work session that includes WCCAO Directors, Managers and Executive Director. To schedule this session for four hours, 8:30 a.m. - 12:30 p.m., before the end of November. To consider Dana Brown for our facilitator. (She did an excellent job facilitating a recent CADO retreat.)

### **Purpose:**

To reflect on what has occurred as a result of WCCAO's Strategic Plan; to identify strengths and weaknesses; to establish strategies to successfully address weaknesses.

### **Desired Outcomes:**

WCCAO staff leadership will:

- \* participate as a team.
- \* achieve a common understanding of WCCAO's strategic goals and results.
- \* have opportunities to raise concerns, be heard and determine strategies for strengthening weaknesses and resolving problems.
- \* experience successful collaboration and team problem solving.
- \* become more united around common goals.
- \* reaffirm the importance of working in unison to achieve a common mission/vision.

### **Proposed Agenda:**

8:30 Gathering, coffee, juice, rolls and fruit

8:45 Welcome & Overview

8:50 Ground Rules for Successful Team Work

9:10 **Strategic Plan Reflection**

1. **Highlight accomplishments**
  - \* What have we done?
  - \* How has it impacted/changed us?
2. **Identify Strengths**
  - \* What is working well? Making sense? Helping us achieve our mission?
3. **Identify weaknesses or problems**
  - \* What isn't working? Why?
  - \* What problems need to be addressed?

10:30 **Break**

10:45 **Develop strategies to deal with weak areas**

- \* What needs to be done?
- \* Who needs to do it?
- \* When will it be done?

12:20 **Summarize work accomplished and commitments made**

12:30 **Adjourn**