
Management Alignment Workshop

Products

- 1. What we expect*
- 2. Reservation on the table*
- 3. Common vision, process, roles*

Workshop Outcomes

A coherent plan for moving forward

- All on the same page, committed to our process
- Need to be purposeful, learn from our experience as leaders

Agenda

1. Purpose, Overall Plan, Today's Agenda
Initial reactions
 2. What has happened?
Review past critical choice points, important influences, current situation
 3. What have we learned so far?
Check for patterns, learnings,
- Break
4. What do we expect?
 5. Who is going to do what?
 6. What will we do next?
 7. How did this meeting go?

Introduction

Overview: What are we wanting to achieve and how?

***Introduction and
Brief Reactions***

- *Director*
- *Around the table
comments, ?s*

Reactions

1. What do I make of all of this?
Any initial thoughts, reactions or questions?

2. In the best of all circumstances, what do I hope will happen here?

3. What concerns do I have as we more forward?

Debrief Events

What has happened?

1. What is happening or has happened in the last 6 months that tells us things aren't right? Where do we stand today? What's the current "buzz"?

Discussion

• *Alone, consider responses*

• *Reports*

• *Discussion*

2. What have been the major events that have led up to this point?

Any critical choice points for us as leaders?

Any significant influences, triggers, that really helped/hurt this situation?

3. How would others involved (but not present at the table) view these events?

What would they say has been our contribution and responses to this situation?

4. What questions remain about what has happened?

Anything that may need more clarity?

Anything we'd like to know more about?

Anything that might have gone unnoticed and may need more attention?

Learnings So Far

Summarizers

• *Recurrent patterns and major themes.*

• *Learnings about strategy*

• *What's worked, what to change*

What have we learned?

1. Were there any recurrent patterns we noticed as we discussed our past experience?
Any major themes?
2. What are we learning about our management strategy in this situation?
3. What has worked to improve this situation?
What changes in our approach might we consider given our current understanding?

Our Expectations

What do we expect?

1. What would it look like if our employees were acting at their best?
How do our most effective staff demonstrate this in their daily behavior?

2. Are there any signals or evidence or behaviors that would tell us things were improving? Anything daily? In the next monthly? In the next 6 months?

3. At what point does behavior go from being legitimate and acceptable to disrespectful and unprofessional?

Discussion

- *Alone, consider responses*
- *Reports*
- *Discussion*

What are our goals?

4. What have we decided we are working towards—our goals for professional development in this situation?

Summarizer

- *Goals we are working towards*

Plans

Scenario Planning

1. What potential situations or scenarios are we likely to face during in this professional development process? (2 or 3 key words to describe)

Discussion

- *Alone, consider responses*
- *Reports*
- *Decide top priorities*

Contingencies

Summarizers

• *Discuss a common understanding of situation*

• *Respond to question(s)*

• *Report: What's likely to work?*

What might we do?

1. What does it mean to purposefully manage in this situation?
How can we remain clear yet positive and supportive in our approach?
What about support for us?
2. What has worked in the past and most likely to work if we encounter this situation?
What changes in our approach might we consider?
3. How might we hinder or sabotage what we are hoping to achieve?
What might we do then?

Roles

Who will be doing what?

1. What have I done, steps I have taken already to improve this situation and create more trust? Any strategies or behaviors I should continue?

2. What can I do now to promote even more improvement?
What do I see as my role moving forward?

3. What more, perhaps in my daily behaviors, might I genuinely attempt?
And what support might I need and from whom?

Summary

Actions, Decisions

1. What will I be doing? What support can I expect?
What am I responsible for communicating? To whom? When?
Who to keep in the loop?

Reports

- *Around the table to report on role*
- *Summary from notes*

2. Will there be check-backs—when, how?

3. What have we learned about strategy?

4. What are our goals for professional development?

Immediate Next Steps

1. What is coming right up? Anything we need to prepare for?