



**All-Staff Retreat**

**May 21, 2010**

**Meeting Purpose:**

To spend a day re-energizing, re-connecting and learning in order to deepen our relationships and alignment and more effectively deliver on our vision.

More specifically, the retreat will help us:

- Reconnect, individually and collectively, with our USP vision and principles.
- Understand and practice listening and communicating that helps us coordinate better, speak about our work out in the world and work through differences we may have with each other.
- Reconnect and strengthen our working relationships.
- Identify concrete commitments to contribute to a better work environment or to enhance our impact out in the world.
- Have fun together.

Pre-work:

Read Abstract: Teaching smart people how to learn

**Session Agenda**

**Friday, May 21**

**Time Activity**

8:00am -  
9:00am **Continental Breakfast available**

9:00am **Session Begins**  
*sharp* Opening remarks and context set by Ann

**Session Purpose, Outcomes and Process**  
Our purpose, outcomes and agenda for today

**Opening group activities**  
(a) Whole team activity  
(b) Reflection and Introduction activity

**BREAK**

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- 11:15am **Increasing our alignment**
- What are we talking about here?
  - How to increase alignment

**Reconnecting to our Vision and Operating Principles:**

Review our mission / vision and main priorities for this year (10min)  
Questions for clarification  
Discuss implications

12:00 **LUNCH**

- 1:00 **Communication Session #1:** Work on communicating to the outside world:
- Building from USP vision morning conversation, getting clear about how to succinctly describe what I do or what my area does
  - practice delivering

This session will be facilitated by Piper Kerman, Ed Walz and Rachel Dearborn, from Spitfire Strategies. In preparation for this session, please try to think of language you have used to describe your work that seem to resonate well with various external audiences as well as examples where you struggled with describing your work.

**BREAK**

- 3:00 **Communication Session #2:** Conversational competence and the Conversation Continuum: how we listen and speak in a way that generates more value

**SHORT BIO BREAK**

**Personal Commitments: based on learnings from today**

Share learnings and commitments in small groups

**Next steps and Wrap up**

5:00 **END OF SESSION**