

DISTRIBUTIVE LEADERSHIP PROJECT RETREAT AGENDA 18th – 21st March, 2007

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Day 1: 19th March, 2007

Time	Session Focus	Details of Session
8:30 – 9:00	Registration	
9:00 – 9:30	1. Welcome, Overview and Housekeeping – Gerry Lefoe	<ul style="list-style-type: none"> ▪ Facilitators/project team introduced and roles/responsibilities defined, ▪ Overview general housekeeping items and schedule for 3 days ▪ Introduce the project and Communicate details of: <ul style="list-style-type: none"> – Project , – Goals, – Outcomes , – Deliverables, and – Participant roles and responsibilities.
9:30 – 10:00	2. Participant Introductions – Dominique Parrish	<ul style="list-style-type: none"> ▪ Participants introduce themselves and give a brief overview of their projects
10:00 – 11:00	3. The Importance of Leadership – Halima Goss	<ul style="list-style-type: none"> ▪ What is leadership? ▪ Leaders versus managers. ▪ Importance and benefits of good leaders and effective leadership.
11:00 – 11.30	MORNING TEA	
11.30 – 12:10	4. Distributive Leadership – Dominique Parrish	<ul style="list-style-type: none"> ▪ Distributive Leadership. ▪ Defining Distributive Leadership for the project
12.10 – 1:00	5. What Kind of Leader Am I – Dominique Parrish	<ul style="list-style-type: none"> ▪ Leadership styles ▪ Leadership in the Distributive Leadership framework
1:00 – 2.00	LUNCH	
2.00 – 2:45	6. The Distributive Leadership factors –Dominique Parrish	<ul style="list-style-type: none"> ▪ Explore the 4 key factors of distributive leadership: <ul style="list-style-type: none"> – building trust, – redesigning jobs, – changing organisational structures, and – Creating a learning culture.
2.45 – 3:30	7. Developing distributive leadership – Dominique P.	<ul style="list-style-type: none"> ▪ Developing distributive leadership through the management of an authentic leadership project.
3:30 – 4.00	AFTERNOON TEA	
4.00 – 4:40	8. Reflective Journaling – Heather Smigiel	<ul style="list-style-type: none"> ▪ The importance and conventions of reflective journaling. ▪ Participants reflect on the impact of distributive leadership and their strengths/weaknesses as leaders in general and in relation to the distributive leadership model
4.40 – 5:00	9. Wrap Up-Dominique Parrish/Cathy Gunn	Where to from here, housekeeping and day 1 evaluation

Day 2: 20th March, 2007

Agenda Details:

Time	Session Focus	Details of Session
8:30 – 9:00	Registration, housekeeping and organisation	
9:00 – 11:00	10. Action Planning – Dominique Parrish	<ul style="list-style-type: none"> ▪ Rationale and benefits of action planning. ▪ Examine action planning strategies; participants develop action plans.
11:00 – 11.30	MORNING TEA	
11:30 – 12:30	11. Developing/Refining the action plan and Identification of leadership development requirements – Dominique Parrish	<ul style="list-style-type: none"> ▪ Strategic planning for the development/refinement of leadership project action plans ▪ Requirements for successful implementation of the action plan. ▪ Leadership development requirements to successfully implement the action plan.
12:30 – 1:15	12. Cross institution communication and networking – Dominique Parrish	<ul style="list-style-type: none"> ▪ Importance and value of cross institution communication and networking ▪ Requirement for effective communication and networking. ▪ Have participants suggest strategies for developing the required skills
1:15 – 2.15	LUNCH	
2.15 – 3:00	13. EdNA/Carrick Exchange – Carrick Representative – Gerry Lefoe	<ul style="list-style-type: none"> ▪ Participants are trained in the use of the EdNA/Carrick Exchange as a means of cross institution communication and networking. ▪ Negotiate communication/networking strategy.
3.00 – 3:20	14. Reflective Journaling – Heather Smigiel	<ul style="list-style-type: none"> ▪ Examine interrelationship of action plan, leadership development and engagement in cross institution communication and networking.
3:20 – 3.50	AFTERNOON TEA	
3.50 – 4:50	15. Evaluation – Cathy Gunn	<ul style="list-style-type: none"> ▪ Overview the iterative evaluation process and the process/strategies for managing an iterative evaluation for the project
4.50 – 5:00	16. Wrap Up-Dominique Parrish/Cathy Gunn	<ul style="list-style-type: none"> ▪ Where to from here, housekeeping and day 1 evaluation

Day 3: 21st March, 2007

Agenda Details:

Time	Session Focus	Details of Session, Action Items
8:30 – 9:00	Registration	
9:00 – 10:00	17. Roundtable Planning – Dominique Parrish	<ul style="list-style-type: none"> ▪ Roundtable project deliverables for individual participants and the group. ▪ Rationale for Roundtable ▪ Considerations/requirements for the facilitation of the Roundtable. ▪ Identification of strategies for Roundtable organisation. ▪ Action plan for the facilitation of the Roundtable.
10:00 – 10:30	18. Wider community project promotion – Dominique Parrish	<ul style="list-style-type: none"> ▪ Strategies for the promotion of projects in the wider higher education community. ▪ Action plan for promoting projects in the wider community
10:30 – 11:15	19. The Importance of Leaders and Leadership in Change Management – Rob Castle	<ul style="list-style-type: none"> ▪ Strategies, issues considerations for leading a change management initiative
11:15 – 11.45	MORNING TEA	
11:45 – 1:45	20. Plenary	<ul style="list-style-type: none"> ▪ Scholars/Fellows present their action plans to a panel consisting of Rob Castle, Gail Hart, Cathy Gunn ▪ Panel pose questions/suggest strategies/discuss possible threats etc to Scholars'/Fellows' project; reflecting upon distributive leadership principles and the elements of effective leadership. (Approx 10mins per presentation).
1:45 – 2:45	LUNCH	
2:45 – 3:00	21. Where to from here – Dominique Parrish	<ul style="list-style-type: none"> ▪ Review of agreed actions for the progression of the project ▪ Recap the negotiated activities that participants will be engaging in and managing: <ul style="list-style-type: none"> – Reflective journaling, – Resource development, and – Cross Institution communication and networking. ▪ Identify follow up meetings, timeframes and deliverables
3:00 – 3:30	22. Reflective journal-Heather Smigiel	<ul style="list-style-type: none"> ▪ Participants reflect on the workshop, knowledge, understandings and skills they have gained from the training,
	23. Wrap Up-Gerry Lefoe/Cathy Gunn	<ul style="list-style-type: none"> ▪ Close workshop and Day 3 evaluation, Overall Evaluation of 3 Day Workshop