



<b>Agenda</b>	<b>Collective's Leadership Team (CLT) Planning Meeting</b>
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<b>Location:</b>	Zoom: <a href="https://cityofmadison.zoom.us/j/84094781155?pwd=QmhBV1RVUyticEhENEdKWDhiY0d2UT09">https://cityofmadison.zoom.us/j/84094781155?pwd=QmhBV1RVUyticEhENEdKWDhiY0d2UT09</a>
<b>Date, Time</b>	Thursday, September 21 <sup>st</sup> at 1:00 PM   60 minutes
<b>Documents</b>	<a href="#">The Supervisory Collective, FAQs</a> <a href="#">Roles and Responsibilities</a>
<b>Note taker:</b>	Jay Winston & CLT Members for Breakouts

Estimated Time	TSC Member	Topic	Notes
<b>Meeting Set-Up</b>			
10 Minutes	Jay	<b><u>Introduction and Welcome</u></b> <ul style="list-style-type: none"> <li>- Purpose</li> <li>- Values</li> <li>- Guiding Principles</li> <li>- CLT Intro</li> <li>- Set the stage</li> </ul>	
30 Minutes	All	<b><u>Networking &amp; Breakouts</u></b> <ul style="list-style-type: none"> <li>- Check in Question</li> <li>- Two, 15 minute breakouts</li> </ul>	
15	All	<b><u>Share Out from Breakouts</u></b>	
5	Jay	<b><u>Wrap Up</u></b> <ul style="list-style-type: none"> <li>- Call to Action</li> </ul>	

# Coaching and Developing Others

## Discussion Guide for Breakouts:

1. Can you share a success story from your experience in coaching and developing individuals? What strategies and tactics worked well in that situation?
  
  
  
  
  
  
  
  
  
  
2. Reflect on a research story where you tried something in coaching that didn't go as planned. What did you learn from that experience?
  
  
  
  
  
  
  
  
  
  
3. How comfortable do you feel when it comes to coaching and developing individuals?
  - What aspects of it come naturally to you?
  
  
  
  
  
  
  
  - Where do you find yourself needing support or improvement?
  
  
  
  
  
  
  
  
  
  
4. What has been your overall experience with coaching and developing individuals?
  
  
  
  
  
  
  
  
  
  
5. How are coaching and individual development typically handled in your agency?
  - What aspects are currently going well?
  
  
  
  
  
  
  
  - What pain points or challenges do you face in this area?

# Building and Developing Teams

## Discussion Guide for Breakouts:

1. Can you share a success story related to building and developing teams? What strategies and tactics contributed to the success of your team-building efforts?
  
2. Reflect on a research story where your attempts to build and develop a team didn't go as planned. What were the key takeaways from that experience?
  
3. How comfortable are you with the process of building and developing teams?
  - What aspects of team development come naturally to you?
  
  - Where do you feel you need additional support or development?
  
4. What has been your overall experience with building and developing teams?
  
5. How is team development typically handled in your agency?
  - What aspects are currently going well?
  
  - What challenges or pain points do you encounter in team development?

# Conflict Resolution

## Discussion Guide for Breakouts:

1. Can you share a success story related to conflict resolution? What specific strategies and tactics were effective in resolving the conflict?
2. Reflect on a research story where your attempts at conflict resolution didn't go as planned. What lessons did you learn from that situation?
3. How comfortable are you with conflict resolution?
  - What aspects of conflict resolution do you naturally excel at?
  - In which areas do you feel the need for improvement or support?
4. What has been your overall experience with conflict resolution?
5. How is conflict resolution typically handled in your agency?
  - What aspects are currently going well?
  - What pain points or challenges do you face in resolving conflicts?

# Onboarding New Employees

## Discussion Guide for Breakouts:

1. Can you share a success story related to onboarding new employees? What strategies and tactics contributed to a successful onboarding process?
  
2. Reflect on a research story where your onboarding efforts for new employees didn't go as planned. What insights did you gain from that experience?
  
3. How comfortable are you with the onboarding process for new employees?
  - What aspects of onboarding come naturally to you?
  
  - Where do you feel you need additional support or improvement?
  
4. What has been your overall experience with onboarding new employees?
  
5. How is the onboarding process typically handled in your agency?
  - What aspects are currently going well?
  
  - What challenges or pain points do you encounter in onboarding new employees?