



Mountain Plains Library Association Leadership Institute May 15-20, 2016

YMCA of the Rockies, Estes Park, CO
Room TBD (meetings/sessions)
Room TBD (meals)

Facilitator & Leader: Maureen Sullivan

AGENDA

Sunday, May 15

- 3:00 – 5:00 PM** **Arrival**, check in, move into rooms, unpack, explore, relax...
- 4:15 p.m.** **Maureen and Aubrey meet with mentors** – Location TBD
- 5:00 – 5:30 PM** **Aubrey Madler** – Location TBD
Welcome, practical issues, logistics & questions
Introduction of Maureen, Mentors & Fellows
- 5:30 – 6:45 PM** **Networking dinner and personal time**
- 7:00 PM** **Session 1 - Maureen Sullivan**
A. Introduction to the Institute Learning Experience
 • Purpose and goals
 • Review of schedule & learning activities
 • Learning approach & resources
B. Activity to set the stage for our work
- 10:00 PM** **Quiet**

Tuesday, May 17

- 7:00 – 8:15 AM** **Breakfast**
- 8:30 AM** **Community Review:** Announcements, issues to resolve, questions
- Session 6 - Maureen Sullivan**
 Risk Taking
- Factors in risk taking
 - A process for making risky decisions
- Session 7 - Maureen Sullivan**
 Using Power and Influence
- Understanding personal power
 - Styles of influence
- 10:30 AM** **Break**
- 10:45 AM** **Session 8- Leader as facilitator of group work**
- Stages of group development
 - Characteristics of effective teams
 - Roles and responsibilities
- 12:00–12:45 PM** **Networking lunch and personal time**
- 1:00 – 1:30 PM** **Self-evaluation thus far** - facilitated by Coordinator
- 1:30 PM** **Session 9 - Maureen Sullivan**
 Leading Change
- The leader's role as change agent
 - Key aspects in large-scale change
 - Building commitment
- 2:30 PM** **BREAK**
- 2:45 PM** **Session 10 - Maureen Sullivan**
 Creating a Culture of Commitment
- Understanding motivation & empowerment
 - Coaching & mentoring
- 5:00 – 5:30 PM** **Informal time** for meeting with mentors, etc.
- 5:30 – 6:15 PM** **Networking dinner and personal time**
- 6:30 – 8:00 PM** **Session 11 - Maureen Sullivan**
 Project Planning and Management
- 10:00 PM** **Quiet**

Wednesday, May 18

- 7:00 – 8:00 AM** **Breakfast** - Dining Hall
- 8:00 - 8:30 am** **Group pictures**
- 8:30 AM** **Community Review:** Announcements, issues to resolve, questions
- Session 12 - Maureen Sullivan**
 Community Engagement
- 10:00** **Break**
- 10:15** **Session 13 - Maureen Sullivan**
- A. Achieving Your Potential: Personal Planning
 - Developing commitment to personal change
 - Planning your development
 - B. Guidelines for Continuing Your Leadership Development
 - C. Selecting a Learning Partner and Guide from Peers
- This ends Maureen's facilitation period. Her Shuttle leaves at 1 pm. [specifics are tentative]*
- 12 – 12:45 PM** **Networking lunch and personal time** (Coordinator briefly introduces speed networking session prior to or during lunch)
- 1:00 – 2:15 PM** **Speed Networking / Peer Mentoring**
 Facilitated by Coordinator and Mentors
- 2:15 – 2:30 PM** **Break**

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Wednesday, May 18, cont.

2:30 - 5:30 PM Group Meetings with Mentor Leaders

Open discussions in small mentor-led groups to explore topics and experiences relating to or supplementing our leadership sessions.

2:30 – 3:15/30 5-10 minute presentations by mentors introducing each topic:

Wendy – “It’s All Politics”

Robin – “Leadership is an Activity, Not a Position”

Samantha – Project management

Rob – “You’re Talking to the Community, Now What?”

Mary – “Only You Can Prevent Your Association From Dying”

3:15/30 – 5:30 Fellows, select a group to join based upon your own experiences, interests, & challenges. Be prepared to contribute thoughts and knowledge, learn from others, explore possibilities, and take notes on key aspects you want to remember.

- Each group should select a recorder to compile a list of “best practices & good ideas” during the discussions.
- Each group should also decide how they wish to present these ideas during the evening session.

Be creative - have fun!

5:30 – 6:15 PM Networking dinner and personal time – Location TBD

6:15 – 7:00 PM Discussion groups rejoin to finish preparing fellow-led presentations as needed. Mentors can assist and advise the process, but should not lead or have an active role in the presentation. Fellows’ time to shine! End time is flexible here, take what you need and join game night when you are ready.

7:00 – 10:00 PM Game night/social - blow off some steam, relax! (refreshments offered)

10:00 PM Quiet

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Thursday, May 19

- 7:00 – 9:00 AM** **Breakfast** (buffet available until 9:00 AM, location TBD)
- 9:00 – 10:15 AM** **First 3 15-20 minute group presentations** based on content from Wednesday afternoon mentor-led discussions – remember, mentors can assist and advise the process, but should not lead or have an active role in the presentation. Fellows' time to shine! Photos welcome!
- 10:15 – 10:30 AM** **Break**
- 10:30 – 11:15 AM** **Remaining 2 15-20 minute group presentations**
- 11:15 AM – 12:00** **Mentor Panel** – Facilitated by Coordinator
- 12:00 – 12:45 PM** **Networking lunch and personal time**
- 1:00 – 1:45 PM** **Mentor Presentation: "The Publishing Process"**
Featuring Samantha Hines
- 1:45 PM** **Break**
- 2:00 – 2:45 PM** **Mentor Presentation: "Advocacy and the Legislative Process"**
Featuring Mary Soucie
- 2:45 – 3:00 PM** **Parting words and presentation of certificates**
- 3:00 – 5:30 PM** **Free time** - Work on individual plans for development & growth; Enjoy recreation; Final opportunities for meetings with mentors & newfound friends/colleagues...
- 5:30–6:15 PM** **Networking Dinner and personal time**
- 6:15 – 10:00 PM** Free time, recreation, pack, etc.
- 10:00 PM** **Quiet**

Friday, May 2

- 7–8:15 AM** **Breakfast** – Final buffet meal available, location TBD
- 10:00 AM** **Checkout/Institute Officially Concludes**
- Departures throughout the morning; turn in room keys
 - Shuttles leave from for DIA at 5 am, 7 am, 10 am & 1 pm
 - No additional meals served as part of the institute