



Leadership Team Session #1

August 13, 2024

SESSION WORKBOOK

Session Agenda

PART 1: INTRODUCTION

- ◇ 11-11:30 **Around the Room Introductions**
- ◇ 11:30-11:45 **Why Do Strategic Planning?**
- ◇ 11:45-12 **One-on-One Highlights**
- ◇ 12-12:30 **LUNCH**

PART 2: LISTENING & DISCUSSION

- ◇ 12:30 – 1:30 **2-Minute Drill**
- ◇ 1:30-2:30 **Sticky Note Session**
- ◇ 2:30-2:45 **BREAK**

PART 3: CREATING THE “BUCKETS” (Key Theme Areas)

- ◇ 2:45-3:15 **Sticky Note Review**
- ◇ 3:15-3:45 **Naming the “Buckets”**
- ◇ 3:45-4 **Wrap-Up & Next Steps**

Notes:

Issues & Opportunities – Preparation for the 2-Minute Drill

Instructions:

- Both Members of Council and Senior Management Team (SMT) will complete two Opportunities/Issues in preparation for our Leadership Team Session.
- **At this session, each member of the Leadership Team (Members of Council and SMT) will be given exactly 2 minutes to present to the group either one or both of their issues/opportunities (whatever you can do in 2 minutes 😊).**

Opportunity/Issue #1

Succinctly describe the issue or opportunity (1 sentence).

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Describe the key challenges associated with successfully addressing the issue/opportunity (1-2 sentences).

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Describe the impacts of addressing or not addressing this issue or opportunity as a priority (1-2 sentences).

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Choose from low, medium, or high and describe the estimated demand upon Municipal resources. (Examples of resource demands may be staffing, financial, use of equipment or facilities, others)

High

Medium

Low

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Opportunity/Issue #2

Succinctly describe the issue or opportunity (1 sentence).

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Describe the key challenges associated with successfully addressing the issue/opportunity (1-2 sentences).

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Describe the impacts of addressing or not addressing this issue or opportunity as a priority (1-2 sentences).

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Choose from low, medium, or high and describe the estimated demand upon Municipal resources. (Examples of resource demands may be staffing, financial, use of equipment or facilities, others)

High	Medium	Low

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Notes: