

RUNNING SHEET – PROGRAM ORGANISATION

Hour 1: 4.00-5.00 pm (plenary session with conversation leader)

Hour 2: 5.00-6.00 pm (small group conversations with facilitators)

PLENARY SESSION	
Time	Activity
4.00 PM	Arrival and greeting
4.10	Introduction of project team Welcome conversation leader
4.20	Hand over to conversation leader to make some introductory remarks Conversation leader briefing as follows: Principle One is setting a strategic vision but the focus of the overall project is leadership. (Prompt questions have been added if needed.) 1. Share your own journey to leadership, highlighting key experiences or people that impacted on you and shaped your own approach to leadership. Perhaps share when you first realised you had/ could have a leadership role in Learning and Teaching and/or a time when you felt challenged in your leadership role. What did you do to resolve that challenge? PROMPT QUESTION: What are the benefits as you see them in taking a leadership role in learning and teaching? How would you cope with the inevitable challenges that leading brings forth? 2. Explain USC's strategic vision from your perspective as Vice-Chancellor. In the pre-recorded interview, you talked about the importance of knowing the vision and strategies likely to get us there. What could emerging leaders contribute to 'get us there'? PROMPT QUESTION: What could you do to advance the strategic vision? 3. Lead a discussion on ways that participants could contribute to the formation and future direction of the strategic vision. 4. Explore the concept of change and the role of champions (emerging leaders) in translating and leading change at the local level. How is it possible to manage being in the transitional and potentially discordant space – out of the safe zone and part of the change process? PROMPT QUESTION: What skills and knowledge do you need to translate the vision at the local level and lead change? How might you acquire those skills?
4.50	Summarise and wrap up conversation before moving into groups for 2nd hour

SMALL GROUP CONVERSATIONS		
Time	Activity	Notes
5.00	Introduction of protocol	<ul style="list-style-type: none"> Ensure everyone knows each other's names Reinforce why we use a protocol: <ul style="list-style-type: none"> Re-introduce 3 elements – use of relevant data and artefacts, inquiry habit of mind, and relationships of respect and challenge, which encourage a substantive and reflective conversation
5.05	Reflection: Share and reflect on a strong message from first hour conversation, and then give input with little further discussion	<ul style="list-style-type: none"> Go around the group and allow reflections with no comments from others If themes clearly emerged, highlight these if they come out within the group or add them toward the end in question form 'Did anyone hear the conversation leader talk about...'
5.20	Implications of the conversation for you: Use data drawn from either the conversation itself or your preparation for this week	<ul style="list-style-type: none"> This focuses on the 'so what' aspect of the conversation and data. If these are the messages from an executive leader, what should you do as emerging leaders?
5.30	Response: What has emerged during both parts of the conversation so far that are relevant to a deeper understanding of leadership? What has changed from the first conversation to this one?	<ul style="list-style-type: none"> Discussion: Should flow freely but facilitator should take opportunities to ask probing questions where appropriate. Not everyone needs to contribute but it would be good. This question is an appreciative inquiry to set a positive tone about approaches to leadership that work
5.45	Key themes: If you were to describe the key points of the conversation to another group, what would you say?	<ul style="list-style-type: none"> Try to get people to reflect and summarise where the conversation has gone in the 2nd hour
5.55	Debrief: Reflect on the conversation protocol	<ul style="list-style-type: none"> Ask for what was effective and what wasn't. Was the protocol too restrictive? Did it allow for conversations to develop? Too short or long? Ideas for next time?

