

Multicultural Organizations Exec Board

Retreat-Agenda

April 5, 2014--9-2pm

9:00-9:10- Overview of Day and Welcome

9:00-9:05-Overview

9:05-9:10- [Video](#)

9:10-9:20 Buddy Introduce

- Get in a pairs of two with someone you don't know. In these groups introduce yourself, your position, and talk about 3 things you hope you accomplish this upcoming year

9:20-9:35- Team Builder- Organizational Assessment

Organization Assessment

Before you start the process of focusing your organization, have each organization member complete the organization assessment that follows. When everyone is done, informally pool your responses. Do any questions average three or below? Discuss and draw conclusions about your organization's health and needs.

Use the following continuum: *1=Weak; 2=Needs Strengthening; 3=Average; 4=Good; 5=Very Strong*

Rating	Questions
1 2 3 4 5	1. Does your organization have a clear purpose for existing?
1 2 3 4 5	2. Are your skills and knowledge a good fit for your organization?
1 2 3 4 5	3. Do you feel you can rely on your organization members to follow through?
1 2 3 4 5	4. Do organization members interact openly and trustfully?
1 2 3 4 5	5. Does your organization have clear and specific goals?
1 2 3 4 5	6. Does your organization have clear values upon which it functions?
1 2 3 4 5	7. Does your organization have a shared vision?
1 2 3 4 5	8. Does your organization have clear decision-making protocols in place?
1 2 3 4 5	9. Does your organization solve problems efficiently?
1 2 3 4 5	10. Does your organization execute action items efficiently and effectively?
1 2 3 4 5	11. Does your organization produce results that frequently go beyond expectations?
1 2 3 4 5	12. Does your organization consistently meet and often exceed its goals?
1 2 3 4 5	13. Has your organization mastered the ability to change?
1 2 3 4 5	14. Does your organization take time to celebrate and renew its vision and core values?

- How did your organization score?

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- Do you think your weaknesses are something you are able to improve?
- What are something you do well?
- What are some of your challenges?
- How can you work with the rest of MPC to improve these challenge?
- Name an area you think the community can grow as a whole?

9:40-10:15- Team Builder- Understanding Decision Making

UNDERSTANDING DECISION MAKING STYLES

This is an educative and awareness based exercise that help clarify different decision making styles and when these styles are used or should be used in the organization.

EQUIPMENT

1 Jar Full of Beans (at least 1 Liter and you need to know how many beans are in it)

NUMBERS 6 20

RULES

#1 Authority without Discussion

Take out the bean jar and select the most senior person (based on organizational chart) tell them that without asking anyone else they must decide how many beans are in the jar. When you have received their answer write it on the flip chart and ask the following question, "When and in what situations do people think it is appropriate for decisions made by authority without discussion?" After getting a response move to the next decision style.

#2 Expert Members

Allow the group to quickly vote on who they think has the most expertise for determining how many beans are in the jar. When they have selected this person must decide how many beans are in the jar for the group. When you have received their answer write it on the flip chart and ask the following question, "When and in what situations do people think it is appropriate for decisions made by authority without discussion?" After getting a response move to the next decision style.

#3 Majority Vote

Use the second flip chart with the numbers on it for this exercise. Allow people to vote for the number that they think is closest. Go through them in order, 500, 1000, 1500, 2000, 2500, 3000, and then 3500. The one with the most votes determines how many beans the group thinks are in the jar. When you have received their answer write it on the flip chart and ask the following question, "When and in what situations do people think it is appropriate for decisions made by authority without discussion?" After getting a response move to the next decision style.

#4 Consensuses

This one will take too long to get and they may not even be able to get a true consensus. Facilitate a discussion of when this style is appropriate and when it is not or what are the strengths and weaknesses of this particular style.

10:15-11:00- [Event Planning 101](#)

11:00-12:00- Split into Groups and Lunch

- President/Treasurer- Finance Talk
- Remaining Exec- Everyday Leadership and Making most out of your membership

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- [Video](#)
- Questions
 - How do you view your role on exec?
 - What impact do you believe you are able to make on the membership?
 - Whose role is it?
 - What type of leader are you?
 - How do you strive to do more for your organization?

12:00-1:00- Expectations

Team Expectations-Leadership in a non-team work environment is a top down structure where rules, not principles, govern participation. In a team culture, leaders, guided by their principles of involvement, work to help team members find a level of confidence, trust, and cooperation so that they can achieve high levels of production. Leaders then can't rely exclusively on pressure, rules, and punishments to inspire a coordinated work team. Rather they must become principled leaders who set performance expectations that allow the team to take responsibility for achieving success. Below are five expectation guidelines to channel the relationship between the team leader and team members:

Expect team members to be contributors-This means that the leader will have to nurture a team environment that builds the confidence and trust levels of team members. Team members must believe that they can express diverse opinions without reprisal; that they can make mistakes without feeling diminished; and that they will be valued for their achievements.

Expect team members to communicate with one another- Team members must first learn that open communication is valued and then they must be given a forum for constructive communication. They need to understand that they must take the responsibility to communicate to get things done, improve procedures, work out issues, and deal with changing conditions.

Expect team members to cooperate- Leaders must help employees appreciate what a team is and what it can achieve when it works. Team members need to realize that coordinated work is more productive than a string of individual actions. Leaders should help team members generate working agreements amongst themselves.

Expect team members to problem solve. Team members must learn that they are active players who focus on getting things done correctly and efficiently. This means that leaders must help the team articulate issues; stay focused on the problem, not personalities; and find a common language to deal with change.

Expect team members to be learners. Leaders need to create a work culture where team members share expertise, train new hires, cross train, and, ultimately, understand that continuous learning is an organizational value.

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Activity: Expectations

Break into 4 groups

Each group choose a recorder and a speaker

Each group address the following questions

1. What should the instructor expect of me?
2. What should I expect of the instructor?
3. What should we expect from each other?
4. What should I expect to learn from this class?

Each group report their expectations (*Instructor will compose a handout listing these expectations*)

Discuss expectations and responsibilities

1:00-1:45pm- Success Story

SUCCESS STORIES

This activity involves people sharing their reflections on the value of success.

EQUIPMENT

Flip Chart Paper

Markers

NUMBERS: 6- 25

RULES

-Divide the large group into smaller groups of 4-6. Each small group will take some flip chart paper to a table or a wall. As a small groups they will brainstorm their perceptions as to what they think success looks like for their organization (not the whole organization). Suggest that some measures may be Task related, some -Maintenance and some Process (if they know these terms).

-When they are ready bring all the charts together and hang them beside each other. Allow some time for people to read what other groups have written. Identify any common reflections. Also allow people to inquire as to the meaning of any which they do not understand.

-Next have everyone get a marker. Tell them that each of them is allowed to mark 5 Stars beside the

Measures of Success that they think are the most important. They can put one (1) Star of Five different items or put more than one of their Stars on any item that may be very important to them.

-When people have finished distributing their votes. Look again for commonalities and total the success measures with the highest number of votes. This creates a vision and values statement for the organization to measure its own success because it compares their performance to their own standards and expectations.

1:45-2:00pm- Wrap Up

Questions

- Name some effective ways you are able to collaborate with other OMD organizations next year?
- How can OMD help your organization be successful?

[Photo](#)