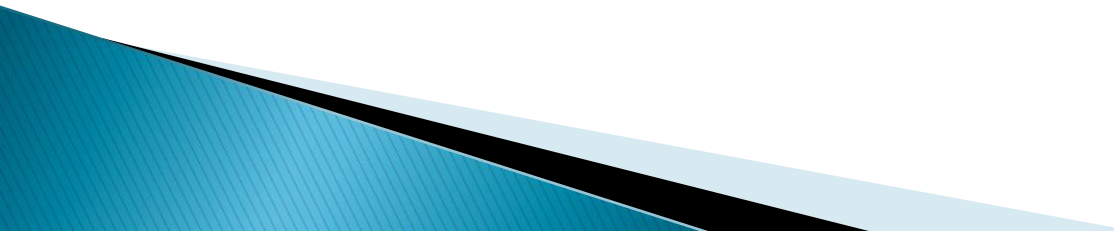


Executive Leadership Forum Facilitation Introduction

Andrew Pekarik
Washington, DC
April 16–21, 2010

Facilitator

Andrew Pekarik

- ▶ Smithsonian Office of Policy and Analysis
 - ▶ Planning groups and negotiations
 - ▶ Background in Asian studies and management
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Facilitator

Process

Group dynamics

Equal access

Schedule

Day Captain

Content

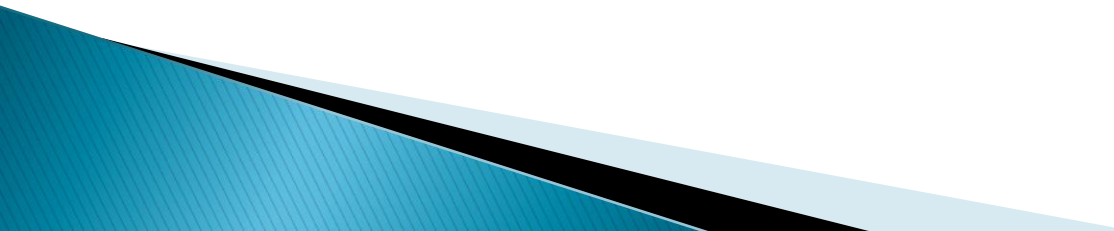
Message flow

Objectives

Organization Issues

Moving to Programs and Projects

Increasing knowledge
Building a network
Operational plans



Structure of the Forum

- ▶ Fri., Sat., Mon., and Tues. (am)
 - Introduction to the day (15 minutes)
 - Sessions (90 minutes each)
 - Stock-taking (15 minutes)
- ▶ Tuesday afternoon – Country Work
- ▶ Wednesday morning
 - Country Presentations (3 slides in 5 minutes)
 - Certificates
 - Participant Summary
- ▶ Luncheon Panel

Structure of Sessions

- ▶ Presentation (30 minutes)
- ▶ Q&A (15 minutes)
- ▶ Group work (45 minutes)
 - Different break-out groupings based on topic
 - Activity designs vary by topic

Ground Rules

- ▶ Start on time
- ▶ Turn off cell phones except at breaks/lunch
- ▶ Participate openly and with curiosity
- ▶ Share your reasoning
- ▶ Listen actively (respect, patience, attention)
- ▶
- ▶
- ▶

Participant Introductions

- ▶ **NAME** – what should we call you
 - ▶ **POSITION** – how long in the job
 - ▶ **LEARNING** – what needs to happen for ELF to be a good learning experience for you
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