



## **City of Willmar, MN Council Retreat October 16, 2015 • 1:30 to 4:30 PM**

### **Orientation**

1:30

- Goals for this session:
  - 1) Identify recent successes & issues
  - 2) Review "Best Practice" ideas re: teams & governing bodies
  - 3) Identify & define needed meeting protocol
  - 4) Identify desired "Hard Skills" & "Soft Skills" for Council members
  - 5) ID types of future work
  - 6) Evaluate this session

### **ID Recent Successes & Issues**

1:45

- Break into small groups by matching cards
- Use the Successes & Issues Worksheet (page 1)
- Large group: Discuss results from small groups

### **Brief Review of "Best Practices"**

2:25

- Council Roles (page 2)
- Ten Basic Responsibilities of Boards (page 3)
- Planning Funnel (page 4)
- Bad Habits of Typically Successful People (page 5)
- Book summary: Decisive (page 6)
- What Makes Teams Click? (page 7)
- As Managers Create the Future... (page 8)
- Successful Team Leadership (page 9)

### **Define Desired Meeting Protocol**

2:45

- Break into small groups by matching cards
- Complete the Effective & Safe Meetings Worksheet (page 10)
- Large group: Discuss results from small groups

## **ID Desired "Hard Skills" & "Soft Skills"**

3:15

- TKCMI
- Break into small groups by matching cards
- Complete a Team Member Profile
- Large group: Discuss results from small groups

(page 11)

(page 12)

## **ID Future Work**

3:45

- Types of Work
- Large group: Discussion

(page 13)

## **ID Next Steps & Deadlines**

4:15

## **Closure**

4:30

- Thank you for the opportunity to work with you
- Please fill out the attached session evaluation