

**Senior Leadership Retreat  
Department of State  
Whitehaven (or Department)  
October 3, 2009**

**RELEASE IN FULL**

Notional Timeline

- 9:00am: Coffee
- 9:15am: General Retreat Impressions
- 9:30am: Specific Takeaways and Tasking
- Review list of Takeaways
  - Discussing Tasking and Follow-Up
- 10:00am: Building Our Leadership Team Connection
- Collaboration and Communication
  - Operational Flows (Paper, Clearance, Communication, etc.)
  - Seen/Heard in the Building
    - 3 criticisms and ways to approach;
    - 1 praise and way to multiply
- 11:00am Creating a Leadership Culture
- Listening and Responding
  - Inviting Appropriate Risk-Taking and Creativity
  - Embracing Broad Accountability
  - Empowering Your Respective Teams
- Noon Close