

**Meeting of State Commission Executive Directors  
April 5-6 , 2005  
Washington DC.**

**Session Planning and Design Worksheet**

**Session Lead and contact information:**

Kristin McSwain

**Session Title,  
Date and Time:**

<b>Strategic Planning and Vision for CNCS</b> Tuesday, April 5 <sup>th</sup> , 9:30 am – 10:45 am
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**Session Objective(s):** *What is the overall purpose of the session? What knowledge/skills/attitudes is the session designed to achieve?*

<p><b>Purpose:</b> To engage commissions in the larger mission and clarify their roles as partners in achieving the strategic national goals around service and volunteering</p>
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<p><b>Objectives:</b> By the end of this session, EDs will:</p>
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| <ol style="list-style-type: none"><li>1. understand the journey of the past year in terms of some of the management studies/reforms/recommendations with particular review of the NAPA study and potential recommendations (Thanks to commissions who participated)</li><li>2. Be aware of the Corporation's need to develop a strategic plan, understand the role of the board, and where we are in the process</li><li>3. be asked how they want to engage with us on the strategic plan</li><li>4. hear some of the current thinking about the content of the plan (aspirational goals and strategies) and have a chance to react/provide feedback</li><li>5. have had a chance to dialogue about the evolving partnership between the Corporation and commissions and why this is critical to achieving the aspirational goals.</li></ol> |
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**Session Outline:** *List the methods you will use to achieve the session's objectives.*

Method (e.g. lecturette, small group work, case study, etc.)	Describe what will be covered in each segment.	Length in minutes	Presenter(s)
Large Group	Welcome, review purpose of session, topics that will be covered, philosophy behind the request for the session and introduce David Eisner, Desiree Sale, Cynthia Burleson, and Bob Grimm	5	Kristin McSwain
Speaker	Talk about NAPA Study/Report 1) Define the study and put in context of other studies/reform efforts; 2) discuss progress to date; 3) share timeline and possible recommendations; 4) thank the EDs who have been contacted by NAPA and have participated	10	David Eisner
Speaker	Talk about the Strategic Plan 1) Define what the strategic plan is and who's responsible for it; 2) discuss where we are with the process; 3) parameters for the plan	10	David Eisner, Cynthia Burleson, and Bob Grimm
Speaker	Talk about where you see the Corporation going and how the strategic plan can be a vehicle for this 1) share the six broad goals under consideration as "strategic initiatives"; 2) share the importance of working together to achieve these; 3) ask how commissions want to engage in helping to strategize around these and solicit suggestions; 4) emphasize it's a partnership	15	David Eisner and Desiree Sale
Large Group Discussion	Q and A	30	Kristin McSwain facilitates
Speaker	Wrap up, identify any commitments that have come out of this session and reiterate the Corporation's commitment to partnership with the commissions	5	David Eisner/Kristin McSwain

**Handouts, overhead transparencies, and other pre-printed materials.** *List handouts.*

- Handout on the National Academy of Public Administration in packets
- Possible handout on strategic planning timeline
- Slide on the six proposed strategic initiatives?

**Equipment and Supplies.**

We will have a laptop and LCD projector available for any Powerpoint needs. Flipcharts/markers will also be available.