

Mid-Year Check In

Subject: Reconnect
To: Executive Council & Key Talent
From: Blaine & Shari
Date: Monday, October 19, 2020

Happy Monday!

In just two short weeks we will all reconnect for our mid-year check-in. As we head into the week with our loved ones, I want to update you on our upcoming time together on Tuesday, December 8th & Wednesday, December 9th.

This year's mid-year check in will be conducted in a unique format, based on feedback we received from you, as well as lessons learned when it comes to delivering virtually. Over the past several months we have realized that after all of the team meetings, department meetings, development trainings, webinars, and virtual conferences - we're tired. At the end of the day, what we desire as professionals, as colleagues, as humans, is simply just time to connect. We desire time to talk and to collaborate, not to just sit and to listen. We are excited to share this new format with you!

Here's how it will work:

- We will kick off our time with some brief remarks and a quick welcome from our team
- You will then choose 1 of 3 breakout rooms to join (topics will be provided a few days before we meet)
- You will then spend 45 minutes chatting with your colleagues about the topic in your room and capturing thoughts on a Jamboard. You can choose to spend all 45 minutes in one room (which we recommend) or you can allocate your time to each room as well - adding to the discussion.
- At the end of 45 minutes we will rejoin in the main room and share highlights and insights from our discussions, and close out with some announcements from the group at large.

For your convenience there will be four (4) mid-year check in meetings for you to choose from; two morning Coffee Talks, and two afternoon Happy Hours. Please find the list of dates and times below and select the appropriate link to join that specific meeting.

We ask that you attend at least one and you are welcome to join them all. Topics may shift each day, so it may be worth joining more than once.

Mid-Year Check In Options:

- **Happy Hours**
 - [Wednesday, December 8 - 5:00pm](#)
 - [Thursday, December 9 - 5:00 pm](#)
- **Coffee Talks**
 - [Wednesday, December 15 - 8:00am](#)
 - [Thursday, December 16 - 8:00am](#)
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Our friends from Studio 5 will be joining us and assisting me in facilitating the experience, so bring your beverage of choice and join us for our collaborative time together. Please let me know if you have any questions.

Stay curious,

Blaine

Retreat followup email

Subject: Thanks for attending the NFNRC Retreat
To: Key Talent
From: Blaine
Date: August 31, 2020

Happy Monday!

Thank you again for your time, vulnerability, and transparency during the NFNRC Key Talent Retreat last week! Thank you for taking the time to show up, actively engage, and contribute to our meaningful conversations.

What we did

- **Explored the behaviors needed to lead through complexity:** from reinforcing commitments to developing personal action plans, we dipped our toes in some ways to strengthen these behaviors in our personal and professional lives.
- **Built some muscle around reflecting, assessing, and experimenting:** The key skills and behaviors that help deepen our self awareness, unlock ourselves and others, and enable us to create a growth mindset culture.
- **Strengthened the NFNRC community:** reconnecting with colleagues, sharing and collaborating, and creating and building on our culture of accountability and support.

Actions to take

1. [Fill out this brief survey](#) by Monday, September 7 to help us measure the impact of the retreat experience, and to help guide our team in the development of future learning and engagement opportunities.
2. **Connect with your Cohorts.** Our hope is that within the next 60 days and again in the next 120 days, that you connect with the cohort you formed at the retreat and following through on our development plans.
3. [Sign up here](#) to work with other leaders in the NFN region to tackle key questions about **how to more effectively and efficiently leverage data at the regional level**, to further support our shared mission of promoting students' economic mobility and regional prosperity. You (or a representative) can choose to *join the working group (which will meet 3 times this fall)* or *through an individual conversation*. We hope to involve all of the colleges in this effort!

Thank you again for being a part of this new virtual retreat experience. We look forward to the great work our consortium will achieve over the next 12 months and beyond.

Stay curious,

Blaine

Pre-work

Subject: [Pre-work for NFNRC Retreat]
To: Executive Council & Key Talent
From: Blaine
Date: Monday, July 27

Greetings leaders,

The past year has reshaped our communities and our region. It has altered what the office space looks like, how we communicate with one another, and it has shifted the way we approach our work. During these times of uncertainty, complexity, and change, you have been asked to rise-up and continue to lead people and move programs forward. This year's retreat theme, *Leading through Complexity* is about identifying some leadership behaviors you can flex and strengthen in order to push through the ambiguity, and contribute to a more cohesive ecosystem we are all fortunate to be a part of.

For your retreat experience, we're asking you to complete an activity that will lay the groundwork for our 2 days together. Our goal in *Leading through Complexity* is to create a shared language and practice around ongoing personal development, and begin focusing on our growth process.

Access your pre-retreat User Guide, which can be found [HERE](#).

1. Complete your audio reflection (30-45 mins)
2. Check-out the retreat itinerary

Keep an eye on your mailbox (not just your inbox).

Over the next week you will receive a package from the NFNRC team to supplement your experience at the Executive Council & Key Talent Retreat. From learning artifacts to delicious treats, be on the lookout for your retreat toolkit!

You will notice the retreat itinerary has two unofficial/optional events - a ***Happy Hour at the conclusion of Day 1***, and a ***Coffee Talk prior to kick-off Day 2*** of the retreat experience. We want to provide time for us to come together, connect, and share outside of our scheduled program. So bring your beverage of choice and join us for some casual networking!

We look forward to seeing you at your retreat!

Happy Learning,

Blaine + The NFNRC Team

Registration Communication

Send June 11

Hello Consortium Leaders,

We are excited to announce the delivery of the 2020 North Far North Regional Consortium Executive Council & Key Talent Virtual Retreats! We have partnered with a learning and development firm to deliver our virtual experience and help us create a unique, dynamic, and productive time together.

The theme for our 2020 virtual retreat is ***Leading through Complexity***. What does it take to lead in our region during a global pandemic? What will it take to ensure we are forging ahead and continuing our role in responding to the workforce demands of the employers in our region? We ask these questions to help you begin to think about what skills or information you need today in order to lead through the complexities we are facing.

We have set the following dates for the Executive Council and the Key Talent Virtual Retreats:

Executive Council Virtual Retreat

- Day 1: Thursday, August 6 (1pm - 4pm)
- Day 2: Friday, August 7 (9am - 12pm)

Key Talent Virtual Retreat

- Day 1: Wednesday, August 26 (1pm - 4pm)
- Day 2: Thursday, August 27 (9am - 12pm)

Action Items:

- Register for your virtual retreat, **HERE**. Registration closes on Sunday, July 5th.
- Registration list links
 - Executive Council Retreat [attendees list](#)

- Key Talent Retreat [attendees list](#)

After July 5th you will receive additional communication from us with the information and specifics you will need to access and experience the virtual retreat.

Until then, enjoy your summer!

Registration Questions - (Not in the email body, build into the form)

Due July 5

(Create Form)

Logistical questions:

1. First and last name
2. Email
3. Phone number
4. Indicate which retreat you are attending:
 - a. Executive Council
 - b. Key Talent
5. Physical mailing address (*you will receive a retreat package in the mail prior to the start of your retreat*)
6. Dietary restrictions, if any (*we will be sending you some snack to enjoy during the retreat - let us know if there are items we should keep out of your retreat package*)

Programmatic questions:

7. **Development topics:** keeping the theme *Leading through Complexity* in mind, what are soft-skill development topics you would like to explore during the retreat? Maybe you want to grow in coaching or providing feedback, or perhaps you want to explore tools to communicate in a virtual world. Let us know a few and the design team will do their best to incorporate the essence of the topics shared.
8. **Leadership/Programmatic topics:** What information, knowledge, or perspectives would you like to hear about or have a discussion on during the retreat?

Pre-event Communication

Send July 23 &
August 13

- Reminder of date and time
- “You’ll be receiving a retreat welcome package soon”
- Any assessment work we have them do prior to the training

Retreat Toolkit Welcome Note

Date: Tuesday, July 21

Welcome to the NFNRC Retreat!

During these times of uncertainty, complexity, and change, you have been asked to rise-up and continue to lead people and move programs forward. Our retreat theme, *Leading through Complexity*, is about identifying some practices you can use to push through the ambiguity, and contribute to a more cohesive ecosystem we are all fortunate to be a part of.

As a consortium, we have a critical role to play in expanding career technical education programs across our region. To make this kind of impact, we need to constantly evolve as a consortium. We need to flex and strengthen certain leadership behaviors that allow us to lead. We need to build on the best version of ourselves as we continue to show-up for this region and those impacted by California’s Strong Workforce Program

Simply put, we can’t do this work without you.

Thank you for your commitment to our region. We’re excited to lead through complexity with you!

Blaine + The NFNRC Team

Key Dates	
Registration email sent	Thursday, June 15
Registration due	Sunday, July 5
Executive Council pre-event email sent	Thursday, July 23
All Toolkits shipped	Friday, July 24
Key Talent pre-event email sent	Thursday, August 13
Executive Council Virtual Retreat	Day 1: Thursday, August 6 (1pm - 4pm) Day 2: Friday, August 7 (9am - 12pm)
Key Talent Virtual Retreat	Day 1: Wednesday, August 26 (1pm - 4pm) Day 2: Thursday, August 27 (9am - 12pm)
NFN Colleges	American River College, Butte College, College of the Redwoods, College of the Siskiyous, Cosumnes River College, Feather River College, Folsom Lake College, Lake Tahoe Community College, Lassen Community College, Mendocino College, Sacramento City College, Shasta College, Sierra College, Woodland Community College, and Yuba College.