

**ATTACHMENT D**

**GROUP FACILITATORS PRE-BRIEFING**

**September 13, 2011**

**and**

**MATERIALS PACKET (CONDENSED) FOR**

**SEPTEMBER 30, 2011 SESSION**



## **HPDP ANALYSIS MEETING**

**September 13, 2011**

### **A. ACTION PLANNING AND IMPLEMENTATION**

- 1. Categorize projects**
- 2. Apply Work Out Process—place in Quadrants 1 through 4**
- 3. Publish Quadrants 1 and 2 (but keep all for future reference)**

### **B. REORGANIZATION SCENARIOS**

- 1. Determine category and context (structural, process, and alignment)—combinations**
- 2. Actionable—concise written description**
- 3. Review for implementation (publish descriptions)**

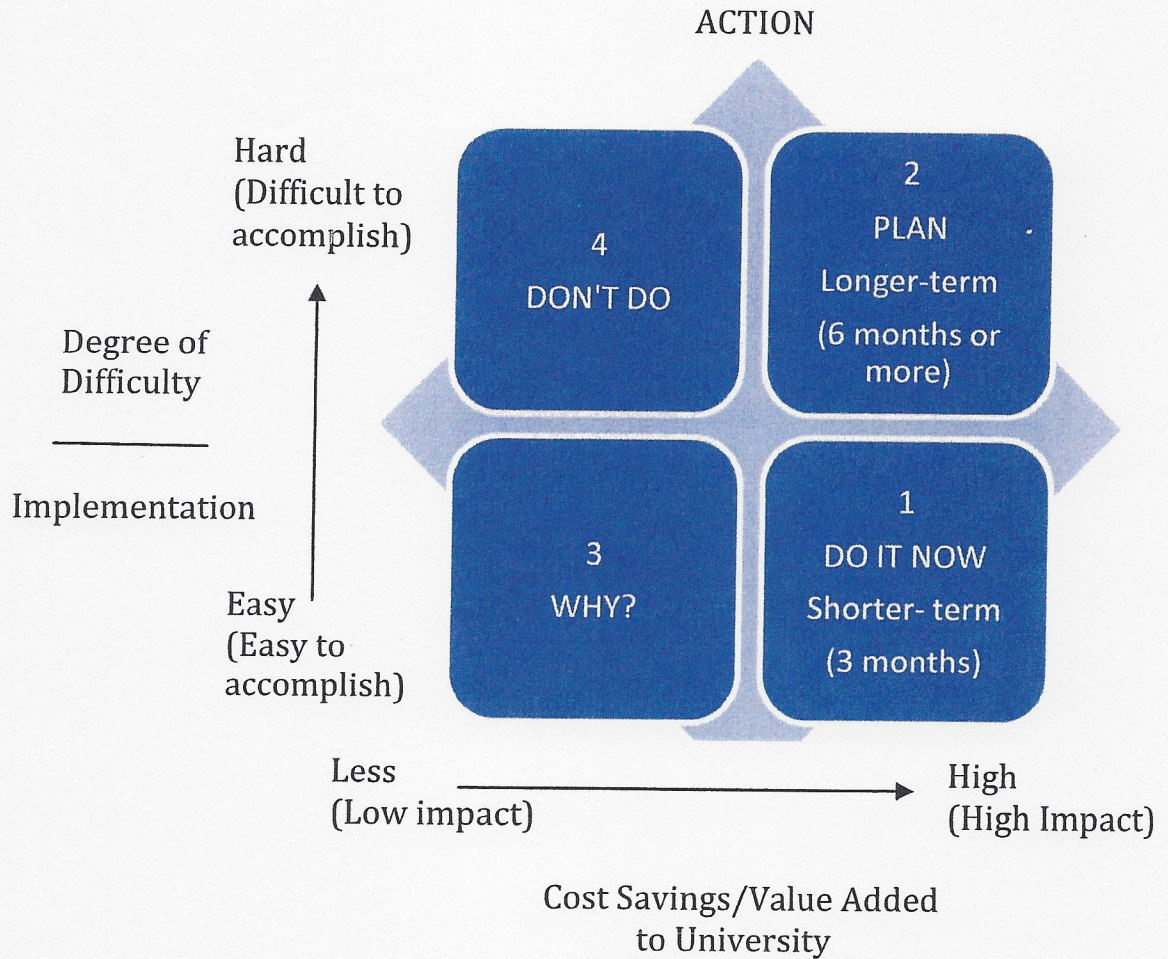
### **C. KEY PERFORMANCE INDICATORS**

- 1. Determine by category**
- 2. Listing by category (publish)**



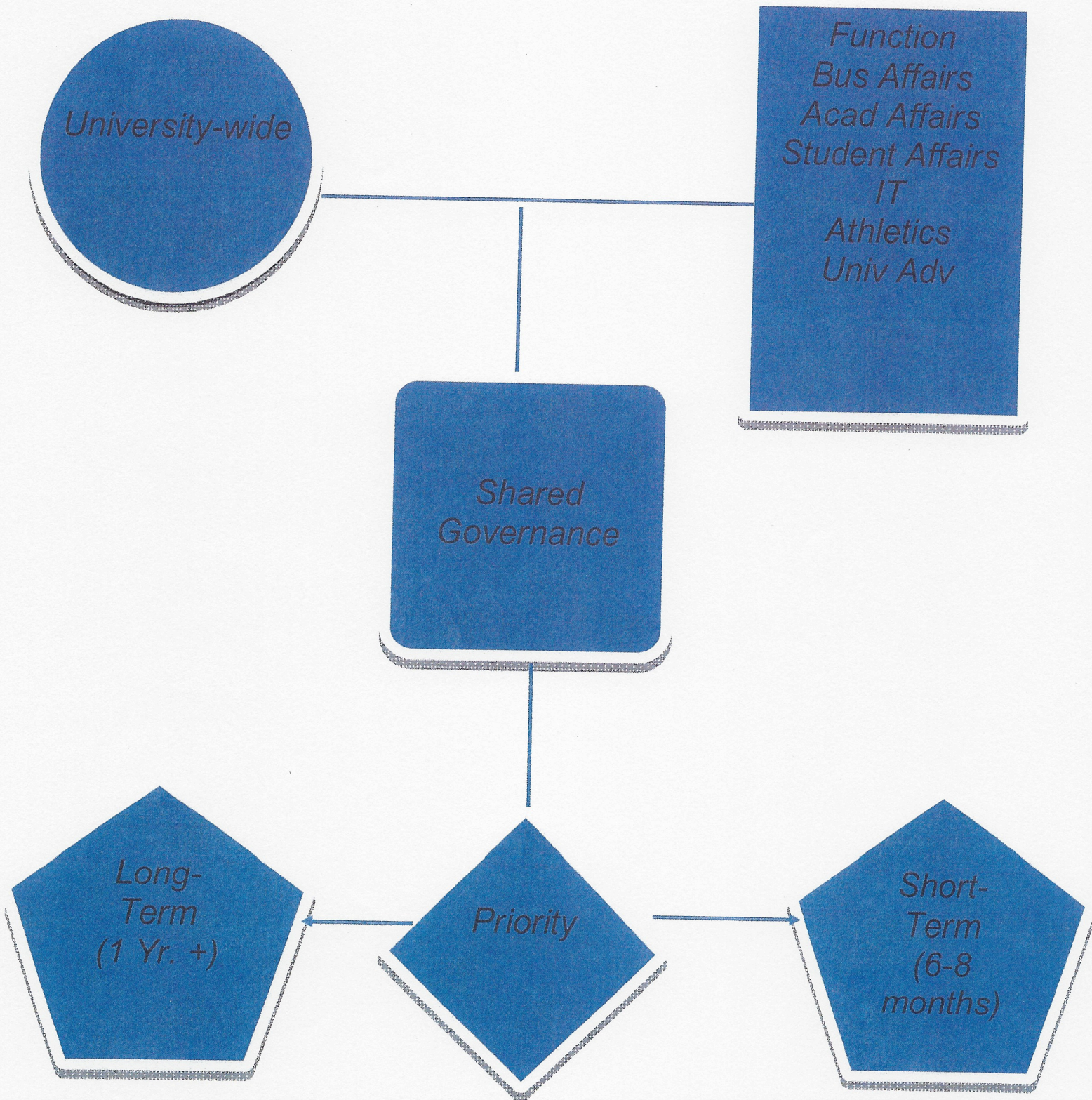
## Work Out Process

Time compressed, highly focused, results-oriented process for decision – making that produces tension for immediate action and identifies long-term opportunities.

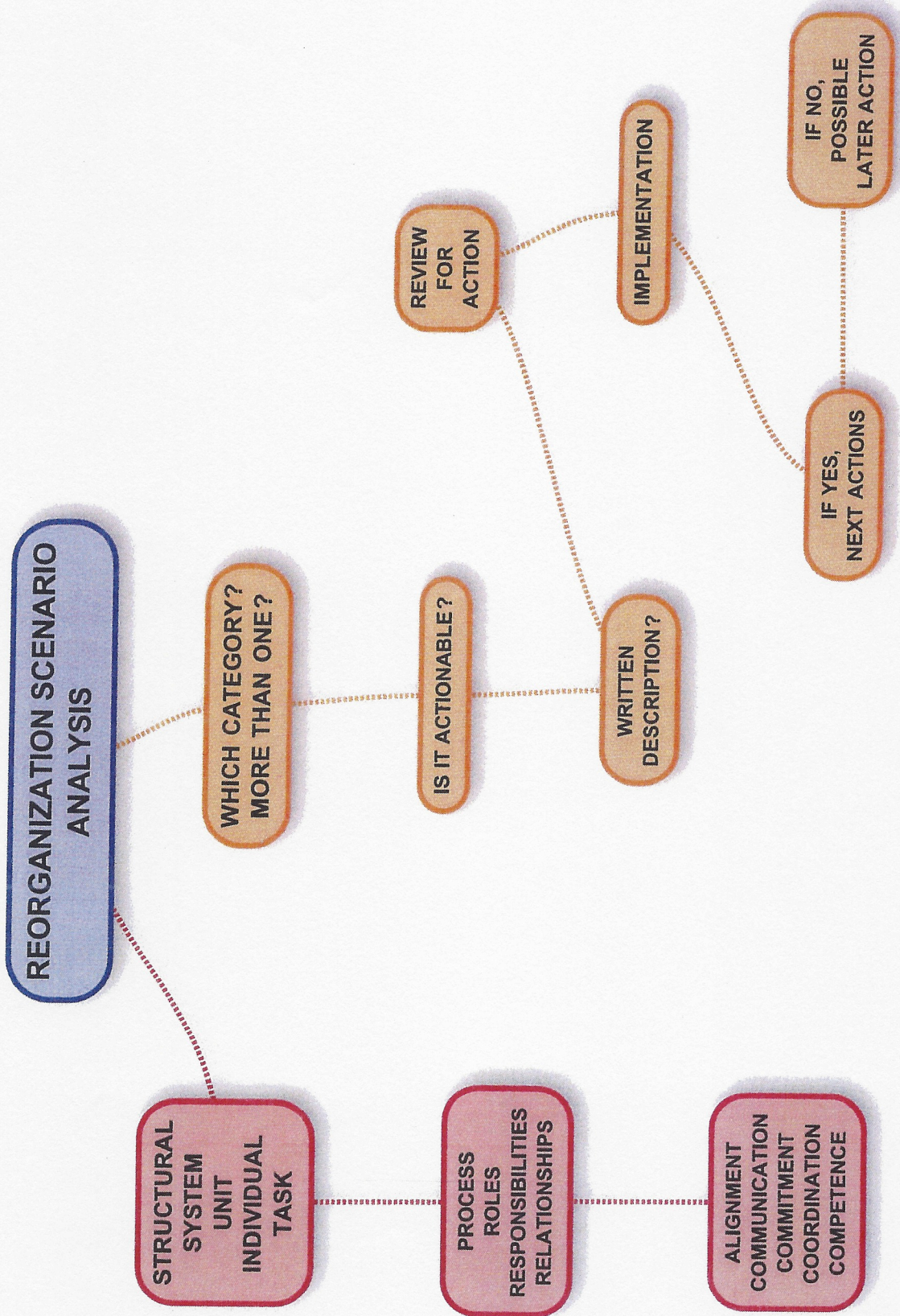




## ACTION PLAN PROJECT CATEGORIES









**KEY PERFORMANCE INDICATOR  
CATEGORIES**

**UNIVERSITY**

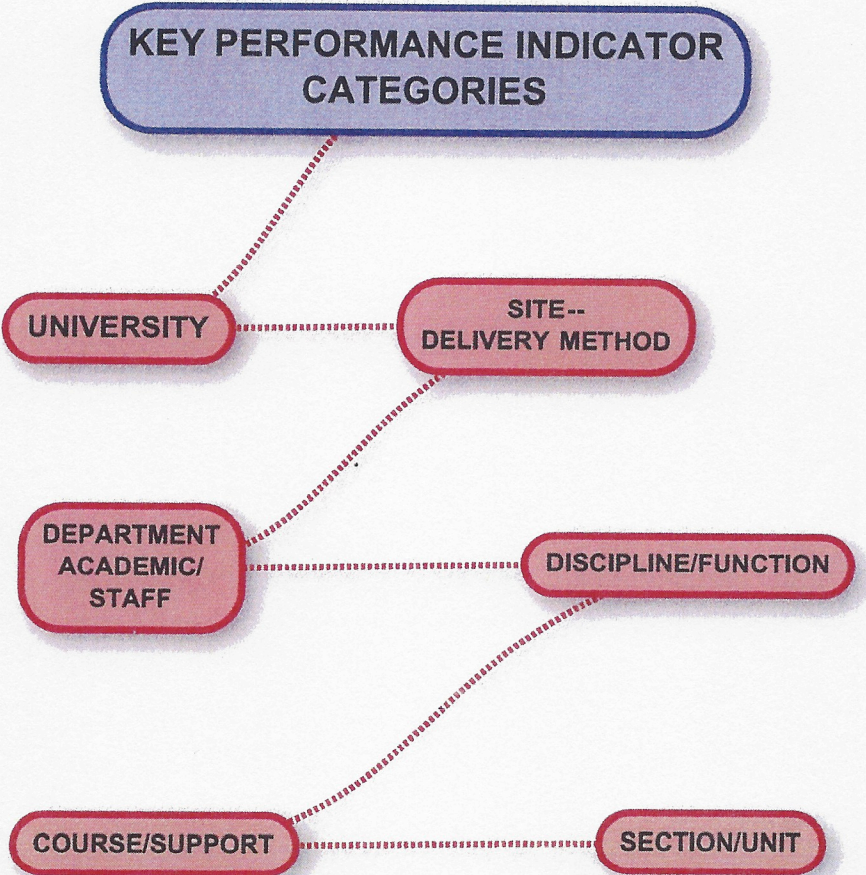
**SITE--  
DELIVERY METHOD**

**DEPARTMENT  
ACADEMIC/  
STAFF**

**DISCIPLINE/FUNCTION**

**COURSE/SUPPORT**

**SECTION/UNIT**





## HPDP FACILITATORS BRIEFING

### STRUCTURED GROUP PROCESS FOR SEPTEMBER 30

A. THE PROCESS AND APPLICATION—highly focused, compresses time, results-oriented process for decision-making that produces recommendations.

1. Energy—up, focused, sustained
2. On the right things—goals, results
3. Find out the level of “understanding”
4. Understand the “self development” feature—trust the process and each other, reinvention, shaping and nurturing, no standard formula—no cookie cutter
5. “Walk through” the process—focus on task and maintenance
6. Decide and plan—goal centered

B. BRIEF OVERVIEW OF THE PROCESS

A special purpose technique used in a wide variety of settings where individual judgments are combined to arrive at decisions within a planning context.

1. Participants complete pre-work and respond to task statement (s) in advance of the session (in writing)
2. Facilitator begins session by asking participant to place completed task statement in front of them and also rereads task statement
3. Round-robin generation of items by participants (facilitator) records on flip charts
4. Clarification and understanding
5. Consensus and ranking of items
6. Summary by facilitator

C. FACILITATOR PROCESS

1. Introduction (5 minutes)--- I want to express my appreciation to each of you for the hard work in preparing for this session—a lot of strains on daily work and sacrifice you’ve made to participate---I want to warmly welcome you to this session.  
Our objective is an important one—at the conclusion of this session, we’ll have priority lists that will have a significant impact on Southeastern.  
In our time together, it is important that each of us full participate—our success will depend on our equal and full participation—there are no status differences between us in these sessions.  
I appreciate, therefore, the willingness of every one of you to fully share your ideas and work intensely during our time together.



2. Task Statement and Round-Robin Listing (25 minutes)—Let's take just a moment to get the task statement out in front of you before we begin the round-robin listing. I am going to go around the table and ask individuals, one at a time, to give me the number of their action plan as recorded on the task statement. After the entire list is on the flip charts in front of us, we will have to opportunity to discuss, clarify, merge, the items. Also, if the action plan on your task statement has already been posted on the flip chart, I will make a note of that on the chart.  
(NOTE: Place number (1-33) associated with the action plan on flip chart. If possible, you may want to place a word/short phrase next to the number of the action plan).
3. Discussion for Clarification (15 minutes)—Now that we have our list complete, let's take some time to go back for discussion and clarification. Our purpose here is to clarify the meaning of any item---also an opportunity to express our understanding of the logic behind the item and relative importance of the item—we should feel free to express varying points of view as well—also gives us an opportunity to merge items if we feel there is a significant overlap. We will want to pace ourselves, so I may ask the group to move on to further items.
4. Consensus and Ranking (25 minutes)---We've now completed our discussion of the entire list, have clarified the meaning, and ready to move to group consensus. At this time, I would like to have the judgment of the group concerning the most important items on the list and a ranking of the all items. Let's open for discussion and remember our time is somewhat limited.  
(NOTE: Probe with open-ends and make sure that numerical rank is placed to the left of the item on the flip chart)
5. Summary and Wrap-Up by the Facilitator (5 minutes)  
(NOTE: Briefly summarize the listing of items as time permits and once again express appreciation to the group for the efforts).

9/26/11

LM