**Women’s Initiative**

**Leadership Weekend**

Agenda

Friday, February 9

 2pm-3pm: Participants Arrive—Get settled, unpack and freshen-up

 3pm-5pm: Welcome!

* Opening Activity (30 minutes)—“Where Are You At?” activity provides participants the opportunity to get acquainted with their space, their experiences and the other attendees. *Themes:* Volume of knowledge in the room, support network, mentor/mentee-ship.
* Weekend Overview (15 minutes)—Housekeeping, overarching weekend goal, agenda review, communication standards, etc.
* Introductions (30 minutes)—Formal introductions (name, location, group status, individual goal for weekend which are captured for goal setting)
* Goal Setting (45 minutes)—Group discussion on weekend and programmatic goals. Identify potential topics for large and small group discussions during Saturday’s sessions. Turn in WI event “recipe” pre-work.

 6pm-7pm: Dinner

 7pm-On: Women’s Initiative History, Roles and Goals—See presentation

Saturday, February 10

 7:30am-8:30am: Breakfast

 8:30am-10am: Creating Your Community—See presentation

 10am-10:15am: Break

 10:15am-12pm: TU Tools of the Trade—See presentation

 12pm-12:30pm: Lunch

 12:30pm-1:30pm: Social Media—Scheduling, Safety and Strategy—See presentation

 1:30pm-3pm: WI Fundraising 101—See presentation

 3pm-3:15pm: Break

 3:15pm-5pm: Large Group Discussion—Topics identified by group

 5pm-5:15pm: Break

 5:15pm-6pm: Small Group Discussions—Topics identified by group

 6pm-7:30pm: Dinner

 7:30pm-On: Keep ‘Em Wet Presentation—See presentation

Sunday, February 11

 7am-8am: Breakfast

 8am-9:30am: Retreat Recap Discussion

* Discuss additional topics not covered (Flexible)
* Reflection Activity (approximately 50-60 minutes): Participants are given time to think about the goal(s) they identified coming into the weekend. Write this goal on a piece of paper. Ask the participants to start to draft a plan for reaching that goal. Lastly, ask participants to draft a “Letter to Self” that no one else will see. When everyone appears to be done, ask them to provide their mailing address on the outside of the letter. The goal(s), plan and letter are collected by the facilitator. They will be mailed along with the “Anonymous Appreciation” notes two months after the event.

 9:30am-9:45am: Break

 9:45am-11:30am: Next Steps

* Mentor/Mentee-ship (30 minutes): Revisit the impact of the mentor/mentee relationship. Encourage participants to connect with potential mentors and to offer to be mentors. Share effective ways to build the mentor/mentee relationship inside and outside of TU.
* Appreciation Activity (30 minutes): “Anonymous Appreciation” activity urges participants to anonymously generate notes to other participants for very specific gestures they appreciated over the weekend. Notes are collected to be included in the packet with “Letter to Self” along with reflection prompts (e.g. In what ways were you able to bring this experience back to your chapter?, After reviewing your plan, adjust your plan with more details or a shift in direction to meet your goal, How have you encouraged yourself to meet your goal?). *Themes:* Reflection, effective planning, empowerment

12pm: Closing Comments