



FACILITATION GUIDE | ANNUAL ORG OBJECTIVES BREAKOUTS (INDIVIDUAL REFLECTIONS)

15 minutes

Facilitation Approach: Gallery Walk

Purpose

Provide staff with an opportunity to review discussions for each annual org objective and share additional contributions/questions to support further alignment.

Breakout Goals

- Gain awareness of each organizational objective discussed to better understand individual and team-level connections and involvement.
- Share additional contributions, dependencies, or wonderings to support alignment.
- Strengthen collaboration by identifying and discussing interdependencies.
- Highlight key projects and tactics teams have in mind to support advancing the org objective.
- Capture meaningful takeaways for core team discussions.

Materials

- Chart Papers with notes from each group’s org objective discussion.

| Facilitation Flow | Facilitation Notes |
|--|--|
| Instructions <i>2 minutes</i> | This is an opportunity for everyone to review discussions from other groups, gain insights into how objectives connect to your work, and share any additional contributions or questions. Use this time to gather meaningful takeaways that can inform your core team discussions and support broader organizational alignment. |
| Gallery Walk <i>10 minutes</i> | Staff members walk around to review the charts and gain awareness of other groups’ discussions. <i>Encourage staff to prioritize the objectives most relevant to their team’s work.</i> Make contributions using Post-it® notes if there is anything additional to add or any questions/wonderings that arise. <ul style="list-style-type: none"> • Additional contributions = Teal/Turquoise Post-It® • Questions/Clarifications = Yellow Post-It® |
| Closing <i>3 minutes</i> | Invite staff to share any key takeaways they have from the Gallery Walk that they will either take into their core team discussions or keep in mind for their individual work. |