



ALL-STAFF LEARNING SESSION | FACILITATOR AND NOTETAKER OVERVIEW

Purpose

Our All-Staff Learning Sessions allow us to engage in organization-wide, cross-functional performance and learning conversations to help us intentionally connect our learning and actions so we can remain accountable and nimble, enhance our organizational performance, and achieve our desired organizational objectives (org. objectives) and impact.

Session Agenda

8:30–9:25 a.m.	Continental breakfast (optional)
9:30 a.m.	Welcome, Connection Activity, Agenda Overview
9:55 a.m.	Where We've Been Q3 OKR Progress
10:05 a.m.	Where We've Been Breakout #1: Story Harvest+
11:10 a.m.	Where We Are Breakout #2: Ways of Working and KM Management Practices
12:10 p.m.	Morning reflections
12:15–1 p.m.	Lunch break
1 p.m.	Where We're Headed FY27 Grounding: Org. Objectives and OKR Reminders
1:30 p.m.	Where We're Headed Breakout #3: FY27 Team Planning
2:45 p.m.	Break and snacks
3 p.m.	Where We're Headed Breakout #4: FY27 Org. Objectives
3:55 p.m.	Closing Reflections, Next Steps, Survey
4:15 p.m.	Adjourn

FACILITATOR AND NOTETAKER RESOURCES

Breakout #1: Story Harvest+	
<p>Purpose</p> <ul style="list-style-type: none"> • Reflect on what we've accomplished, what's been challenging, and what we've learned over the past year. • Learn with and from other teams doing similar work. • Surface insights to inform FY27 planning. <p>Breakout Groups</p> <p>Group 1 (Programs): Facilitator: Notetaker:</p> <p>Group 2 (Functional): Facilitator: Notetaker:</p> <p>Group 3 (Functional): Facilitator: Notetaker:</p>	<p>Facilitation Guide</p> <ul style="list-style-type: none"> • Facilitation Guide/Protocol <p>Notetaking Documents</p> <ul style="list-style-type: none"> • Group 1 Notes • Group 2 Notes • Group 3 Notes

Breakout #2: Ways of Working and Data and Knowledge Management Practices

Purpose

- Explore how our ways of working help or hinder collaboration and shared knowledge.
- Surface tensions between individual convenience and stewardship of shared and institutional knowledge.
- Identify insights to strengthen data and knowledge management norms and practices.

Breakout Groups

Note: These groups will be the table assignments for the day.

Group 1: | **Facilitator:**

Group 2: | **Facilitator:**

Group 3: | **Facilitator:**

Group 4: | **Facilitator:**

Group 5: | **Facilitator:**

Group 6: | **Facilitator:**

Facilitation Guide

- [Facilitation Guide/Protocol](#)

Notetaking Documents

- [Group 1 Notes](#)
- [Group 2 Notes](#)
- [Group 3 Notes](#)
- [Group 4 Notes](#)
- [Group 5 Notes](#)
- [Group 6 Notes](#)

Breakout #3: Team FY27 Planning

Team leads will facilitate the conversations in their groups. See [Participant Guide](#) for more information.

Breakout #4: FY27 Org. Objectives

Purpose

- Examine how each team contributes and connects to advance specific FY27 org. objectives.
- Surface complementary and intersecting efforts across teams.
- Identify insights and implications for how we work together to achieve FY27 org. objectives.
- Inform development of team-level FY27 OKRs.

Breakout Groups

Group 1 (Objective 1):

Facilitator: | **Notetaker:**

Group 2 (Objective 2):

Facilitator: | **Notetaker:**

Group 3 (Objective 3):

Facilitator: | **Notetaker:**

Group 4 (Objective 4):

Facilitator: | **Notetaker:**

Facilitation Guide

- [Facilitation Guide/Protocol](#)

Notetaking Documents

- [Group 1 Notes](#)
- [Group 2 Notes](#)
- [Group 3 Notes](#)
- [Group 4 Notes](#)