

**Peer to Peer Mentoring and Cross Function Team Building**

Department of Education

10th floor auditorium at Potomac Center Plaza, 550 12th Street, SW

Friday, January 6th, 2017

9:00AM-3:30PM

**AGENDA**

9:00-9:15 AM: **Opening Remarks**

Tim Soltis, Chief Financial Officer, Department of Education

9:15-12:00 PM: **CXO Fellowship Peer Coaching,**

Victoria Frank**,** Program Manager for Organizational Effectiveness and Executive Coaching, Office of Executive Development/Organizational Effectiveness

* Definition of Peer Coaching
* Benefits
* Roles and responsibilities
* The Process
* Questions

12:30-1:30PM: **Lunch**

1:30-2:30/2:45 PM: **Cross Function Team Building Exercise** “Defining themes of the CXO Fellowship” Introduction of working groups (FLASH TEAM BUILDING)

**TO Do:**

**Have each team write down the names in their group. I will input and share via email 1-10. (Please include those that are not here. )**

**Post its at each tables**

**Markers**

**Each theme on large paper up front**

*As you worked this morning many of you notice that you are sitting with people from different functions and different agencies. One of the purposes of this fellowship is to help develop you as leaders with the ability to work with cross-functioning teams and think about work process from different lens.*

*This will be your working group for the remainder of the year. As we move forward in the workshops particularly the professional development workshop there will be time given for you to focus on building relations, and learning from your peers. I ask that you see this groups as an opportunity to begin thinking as a group of how to identify and address challenges.*

*Our first exercise that will will do today is how do we define the themes of the CXO fellowship. Some of them are more direct than others. However you might find we look at these terms in different ways. All that we do during the course of the fellowship should touch on of these themes. You will continue to learn about business practices, methodologies and hear from speakers that showcase these themes in their agencies. You to may share how these play out in your home agencies. However as group we should think about how to do we look at these terms.*

***STEP 1***

*I want you to take the next* ***10 mins*** *and write down individually how you define each of these terms in federal government perspective.*

* Leadership
* Innovation,
* Collaboration,
* Transformation,
* Customer Service

**Step 2**

*As a group now begin to organize your definition see if there are any differences or themes. You have* ***20 mins*** *to complete. (add time if needed)*

**Step 3**

*Now each group should have a few ideas on how they look at these term. Pick one definition for each of them and write them on the paper.*  ***15 mins***

BREAK (Ask group if they want a break before moving to last step)

**Step 4**

*As a whole group we decide how we are going to define these terms with in federal government. What do they mean to in government* ***15 mins***

* **Leadership:**
* **Innovation,** is defined simply as a "new idea, device, or method".[[1]](https://en.wikipedia.org/wiki/Innovation#cite_note-1) However, innovation is often also viewed as the application of better solutions that meet new requirements, unarticulated needs, or existing market needs.[[2]](https://en.wikipedia.org/wiki/Innovation#cite_note-2) This is accomplished through more-effective [products](https://en.wikipedia.org/wiki/Product_(business)), [processes](https://en.wikipedia.org/wiki/Procedure_(term)), [services](https://en.wikipedia.org/wiki/Service_(economics)), [technologies](https://en.wikipedia.org/wiki/Technologies), or business models that are readily available to [markets](https://en.wikipedia.org/wiki/Market_(economics)), [governments](https://en.wikipedia.org/wiki/Government) and [society](https://en.wikipedia.org/wiki/Society). The term "innovation" can be defined as something original and more effective and, as a consequence, new, that "breaks into" the market or society.[[3]](https://en.wikipedia.org/wiki/Innovation#cite_note-3) It is related to, but not the same as, [invention](https://en.wikipedia.org/wiki/Invention).[[4]](https://en.wikipedia.org/wiki/Innovation#cite_note-4) Innovation is often manifested via the [engineering](https://en.wikipedia.org/wiki/Engineering) process.
* **Collaboration t**he process of two or more people or [organizations](https://en.wikipedia.org/wiki/Organization) working together to realize or achieve something successfully.[[1]](https://en.wikipedia.org/wiki/Collaboration#cite_note-1) Collaboration is very similar to, but more closely aligned than, [cooperation](https://en.wikipedia.org/wiki/Cooperation), and both are an opposite of [competition](https://en.wikipedia.org/wiki/Competition).[[2]](https://en.wikipedia.org/wiki/Collaboration#cite_note-2)[[3]](https://en.wikipedia.org/wiki/Collaboration#cite_note-3)[[4]](https://en.wikipedia.org/wiki/Collaboration#cite_note-4) Most collaboration requires [leadership](https://en.wikipedia.org/wiki/Leadership), although the form of leadership can be social within a [decentralized](https://en.wikipedia.org/wiki/Decentralized) and [egalitarian](https://en.wikipedia.org/wiki/Egalitarian) group.[[5]](https://en.wikipedia.org/wiki/Collaboration#cite_note-spencelecture-5) Teams that work collaboratively can obtain greater resources, recognition and reward when facing competition for finite resources.[[6]](https://en.wikipedia.org/wiki/Collaboration#cite_note-wagner_and_leydesdorff-6)
* **Transformation** an organizational context, a process of profound and radical change that orients an organization in a new direction and takes it to an entirely different level of effectiveness. Unlike 'turnaround' (which implies incremental progress on the same plane) transformation implies a basic change of character and little or no resemblance with the past configuration or structure.
* **Customer Service** All interactions between a customer and a product provider at the time of sale, and thereafter. Customer service adds value to a product and builds enduring relationship.

2:30-2:45PM: Break

2:45-3:00PM: Teams share conclusions of exercise

3:00-3:30 PM Debrief/Review upcoming events /Happy Hour