

Senior Leadership Retreat
Department of State
Blair House
October 2, 2009

RELEASE IN FULL

Notional Timeline

- 8:00am: Continental Breakfast
- 8:30 am: Welcome Overview and Strategic Objectives for Retreat [CDM]
- 8: 45 am: Welcome [HRC]**
- Foreign Policy in the Obama Administration [HRC]
- Our Accomplishments To Date
 - [HRC uses as opportunity to celebrate what has been accomplished and call out areas for recognition –show appreciation for work that has been done and set the tone of appreciation, collaboration, team approach to success]
- 9:30am: Funding our Needs and Ambitions – State/USAID Budgets
- Presentation by Jack Lew [10 minutes]
 - New Processes and Protocols for Implementing 2010
 - Expectations for 2011
 - Expectations for State/USAID approach
 - Moderated Q and A by Lew with Greene, Smith, other appropriate support [10 minutes]
- 10:00am Overview of Threats – then intro of the specific threat presentations featured at retreat. Jim Steinberg**
- 10:15am Transnational Threat: Non-Proliferation (or alternatives below)**
- Introduction by HRC [5 min: praise/validation for team]
 - Presentation by Ellen Tauscher [other options: climate change, energy security, global health, others]
 -
- 10:45 am Break
- 11:15 Traditional Threat: Security Peace in the Middle East**
- Introduction by HRC [5 min: praise/validation for team]
 - Presentation by George Mitchell [10 minutes]

- recognize Mitchell team to permit them to respond to questions with George

12:00

Lunch

at 12: 30 Alec introduces himself and presents

- 21st Century State Craft – Alec Ross [10 min]
- [No Q/A]

1:15

QDDR: Restoring Diplomacy/Elevating Development

- Introduction by Jack Lew [5 minutes]
- Presentation by Anne Marie Slaughter/Alonzo Fulgrum [10 minutes]
- Moderated Questions and Answers [20 minutes]
 - Lew to moderate discussion
 - Alonzo/AMS/Jim Michel to field questions
 - HRC field questions as approach in instances where she wants to make or emphasize a point

1:45pm

Partnering for Success – Paradigms and Pitfalls

- Introduction by: **Bill Burns, Discussion of how Groups will work - Capricia**
- Breakout into 4 Groups of 17 with facilitator and note-taker [40 min]
 - Whole of State/USAID/MCC Approach
 - Partnering and Leading Through the Interagency
 - Regional and Functional Bureaus – Ensuring Connections
 - In-Country USG Coordination – the Art of the Possible?

3: 00 pm Coffee Break Seizing the Day – Immediate and Long-term Opportunities

3: 15 Presentation of Working Group Findings

- Presentation by Group Facilitator (or Other) of Lessons and Best Practices [5 min per group]
 - Whole of State/USAID/MCC
 - Partnering and Leading Through the Interagency
 - Regional and Functional Bureaus – Ensuring Connections
 - In-Country USG Coordination – the Art of the Possible?
- Q/A Moderated by CDM [15 min]

4:15pm1: 5:10pm:

- The Challenges on the Horizon [HRC]
- HRC takes Q and A
- express appreciation for work done today
- Seeks Investment and Commits to Follow-Up **don't get expectations too high until you meet and figure out what can be done and when – she can reference that she will be spending the following day reviewing stuff output from the retreat – which will be true**
- Invite Participants and Partners to Whitehaven at 7:30pm

ALL THE STUFF I TOOK OUT IS IN BLUE---- SUBSTANTIVELY YOU CAN SUBSTITUTE ANYTHING ALTHOUGH CAN SHARE MY CHOICE STRATEGY IN THIS – AND THE TIMING IS NOT PERFECT BUT THIS IS ABOUT WHAT YOU HAVE TIME FOR REALISTICALLY AND HOPE TO MAKE DINNER---- I URGE YOU TO LIMIT IT TO TWO THREAT PRESENTATIONS AND ASK JIM TO COVER THE REST BRIEFLY IN HIS REMARKS OR HRC CAN TALK MORE ABOUT THEM ALL IN HER OPENING REMARKS – I KNOW YOU WANT SHOWCASE PEOPLE'S WORK – BUT PEOPLE WILL NOT BE UPLIFTED BY JUST SPEECHES – EVEN WITH Q AND A. MAKES THE WHOLE THING FEEL LIKE ANOTHER DAY AT WORK. TAKING MORE OUT GIVES THE AGENDA MORE BREATHING ROOM – GIVES HRC THE OPPORTUNITY TO REWORK THE SCHEDULE ON THE SPOT IF ANYTHING COMES UP THAT PEOPLE REALLY NEED TO DISCUSS.

TOOK THE MOST IMAGINATIVE WORKING GROUP OUT BECAUSE THERE IS NOT ENOUGH TIME FOR PEOPLE TO GET THEIR HEADS IN GEAR FOR IT ----HILLARY AT THE END OF THE DAY CAN ASK THE GROUP FOR THEIR IDEAS ON OPPORTUNITIES – SO SHE CAN HAVE A BIT MORE CONVERSATION WITH THEM— MORE GIVE AND TAKE --

KNOW YOU WANT TO GET MORE PARTICIPATION THROUGH MODERATION – BUT WOULD SEEM SIMPLER IF THE SPEAKERS WOULD CALL ON PEOPLE AND ASK THE RIGHT MEMBER OF THEIR TEAMS TO ANSWER QUESTIONS WHEN APPROPRIATE -- -- I THINK TOO MANY MODERATORS MAKE THIS THING TOP HEAVY—AND YOU ADD MORE TIME ANYBODY GETS UP OR SITS DOWN

HOPE SOMEONE WILL BE TAKING CANDIDATE SHOTS OF PEOPLE – THAT CAN BE DIPLAYED ON THE SCREEN DURING BREAKS—ETC—CAPRICIA –INTERESTED IN ROOM SET UPS—HOW THE ROOM FEELS WILL BE IMPORTANT.

5:30pm: Retreat Concludes until Dinner

7:30pm Dinner at Whitehaven Residence
Staff and Partner/Spouses invited
Buffet Dinner – No formal remarks
Senior Leadership Retreat
Department of State
Whitehaven (or Department)
October 3, 2009

WHAT I TOOK OUT –

1. What are 3 opportunities that State/USAID/MCC (or any individually) have
 2. How specifically would we implement each one
- ☐ Break out session – 30 minutes (4 groups of 17), with designated staff member facilitator and note-taker
- 2:00pm Traditional Threat: Iran is Not Ten Feet Tall
- ☐ Introduction by HRC [5 min: praise/validation for team]
 - ☐ Presentation by Bill Burns [10 min] [other options: Af/Pak, North Korea, Iraq]
 - ☐ Moderated [by Jeff Feltman] Questions and Answers [15 minutes]
 - recognize Iran team to permit them to respond to questions with Bill
- 2:30pm Transnational Threat: Health in a Global Age [alternatives b/l]
- ☐ Introduction by HRC [5 min: praise/validation for team]
 - ☐ Presentation by TBD/USAID [10 min] [other options: climate change, energy security, others]
 - ☐ Moderated [TBD] Questions and Answers [15 minutes]
 - recognize team to permit them to respond to questions with presenter
- 3:00pm Coffee Break
- 3:15pm Traditional Threat: North Korea – Moving Forward or Not?

- ☐ Introduction by HRC [5 min: praise/validation for team]
- ☐ Presentation by Jim Steinberg [10 min] [other option: Iraq]
- ☐ Moderated [by Kurt Campbell/Phil Goldberg] Questions and Answers [15 minutes]

3:45pm:

4:20pm

Working Group Presentations of the Opportunities Ahead

- ☐ Presentation by Group Facilitator (or Other) of Opportunities and Actions Needed [5 min per group]
- ☐ Q/A Moderated by CDM [15 min]

Notional Timeline

9:00am:

Coffee

9:15am:

General Retreat Impressions

9:30am:

Specific Takeaways and Tasking

- ☐ Review list of Takeaways
- ☐ Discussing Tasking and Follow-Up

10:00am:

Building Our Leadership Team Connection

- ☐ Collaboration and Communication
- ☐ Operational Flows (Paper, Clearance, Communication, etc.)
- ☐ Seen/Heard in the Building
 - 3 criticisms and ways to approach;
 - 1 praise and way to multiply

11:00am

Creating a Leadership Culture

- ☐ Listening and Responding
- ☐ Inviting Appropriate Risk-Taking and Creativity
- ☐ Embracing Broad Accountability
- ☐ Empowering Your Respective Teams

Noon

Close