

ALICIA MCKAY ⚡

Strategy to Action

CLIENT WELCOME PACK

Welcome to Strategy to Action!

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Project Paperwork

Fill in your Project Brief

We will have been in touch with a Project Brief. Please complete this at your earliest convenience, ensure you've read our [terms of engagement](#), and let us know if you have any questions.

Pay your deposit invoice

Full payment is required within 14 days of project confirmation, so to avoid delays, please send through any administrative requirements and promptly apply for a purchase order or approval.

 **This is a great time to book your venue or meeting room**

Session Planning

Workshop runsheets

We'll confirm workshop run sheets with you about a month before the workshop. The run sheet confirms the venue, timing, catering, contact details, etc, for the workshops.

Briefing call

We'll schedule a call for 2-3 weeks before our workshop. This call takes about 20 minutes and ensures we are on the same page. You can update us on your political and organisational context, and we can make sure the logistics are sorted.

Attendee survey

We send out attendee surveys before some of our workshops to gather valuable baseline data to inform workshop planning. We will provide the links and deadlines for these surveys, please ensure you get them out in a timely fashion.



Make sure you confirm final numbers with your caterer

ELT Workshops

Commitment and preparation

These are big days but great days. It pays to come in well-rested - and caffeinated!

The sessions work best if all attendees commit to the full workshop/s. This isn't always easy, but it significantly affects the flow of conversation, engagement and learning. We don't want important voices missing.

Commitment and participation will make or break your experience. Laptops and mobile phones are strongly discouraged.

 **See FAQs for more information about workshops.**

Meeting Invite Description: ELT Workshops

Title: Strategy to Action Workshops

Description: We're going to get clear on our strategic priorities to help us plan for the future and focus our energy on what makes the most difference. We recognise this is a significant time commitment. However, your attendance is essential. This is an investment in you and your leadership , and we need you in the room.

This session is facilitated by Alicia McKay, one of New Zealand's most expert public sector strategy facilitators. You can learn more about Alicia McKay at www.aliciamckay.co.nz.

Note: You may receive a brief survey before our workshop – please take a few minutes to fill this in as it sets the scene for a great session.

Manager Engagement

Scheduling workshops

Book two or three 90-minute sessions across a day in the same meeting room and allocate attendance according to availability.

Having different sessions to choose from ensures that everybody can attend and provide their input.

 **See FAQs for more information about workshops.**

Meeting Invite Description: Manager Engagement

Title: Strategy to Action Workshop

Description: You are invited to a strategy feedback session. This is an awesome opportunity to shape the focus of SWDC.

We're doing some important work to clarify our priorities and make change happen – and we need YOU and your thoughts. Come along ready to share!

This session will be facilitated by Alicia McKay, one of New Zealand's most expert public sector strategy facilitators. You can learn more about Alicia McKay at www.aliciamckay.co.nz.

FAQs

Where should we hold the workshops?

If possible, ELT sessions run best outside of Council Chambers/ the Council building. A different environment allows new thinking and relationships to emerge. We want a spacious, light-filled room that accommodates tables of 4-6 people and has suitable meal/breakout space.

Do we need to bring anything to the workshop?

The most important thing you can bring is an open mind and commitment to participate. Other (optional) things include key organisational strategy documents and a list of current commitments (projects and initiatives).

What do we need to provide in the room?

Please provide a projector with an HDMI input, at least one whiteboard, and A2 flip chart pads. Please also supply water on the tables and consider mints, sweets, or other treats. Alicia will bring other workshop materials and resources.

We might have some difficult participants...

Opinionated attendees or tense environments are no problem. This is one of the benefits of an external facilitator! When we have our briefing call, please give me a heads-up with any background info so I can be as effective as possible.

Should we take notes?

I will provide you with books and pens for taking notes. You can also take photos and notes from the slides or whiteboards.