

Lower Athabasca Regional Advisory Council

January 28-29, 2009

Chateau Nova Hotel & Suites, 159 Airport Rd, Edmonton
(On Kingsway Ave)

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| Objectives: | <ol style="list-style-type: none"> 1. Welcome the members of the RAC and build a sense of team 2. Clarify our committee's purpose and our role as RAC members 3. Develop a team charter for the RAC 4. Agree to next steps |
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January 28, 2009: 8:30 - 4:45

WHAT	HOW	WHO/ TIME	OUTCOME
Coffee / Muffins		9:00 – 9:30	
1. Welcome, opening comments	<ul style="list-style-type: none"> ➢ Present <ul style="list-style-type: none"> ➢ Project context, structure, and RAC role ➢ Q&A ➢ Introductions ➢ Agenda review ➢ Groundrules 	ADM, Land Use Secretariat Morris Seiferling & ADM, Oil Sands Secretariat Heather Kennedy Crystal Damer Bonnie McInnis David Oman 9:30 – 10:00	Common understanding of context, role and process for session
2. Group Dynamics	<ul style="list-style-type: none"> ➢ Discussion of expectations ➢ Team introduction exercise ➢ Teambuilding exercise ➢ DiSC as a way to better understand differences 	David Oman 10:00 – 12:00	Building synergy from team diversity
Lunch		12:00 – 12:45	
	<ul style="list-style-type: none"> ➢ Experiential exercise 	David Oman 12:45 – 1:45	Fun application of group dynamics
3. Effective Teamwork	<ul style="list-style-type: none"> ➢ Team Development models <ul style="list-style-type: none"> ➢ Lencioni, Tuckman ➢ Video case study ➢ Identify key elements of teamwork and barriers ➢ 	All 1:45 – 3:00	Identifying key components of high performing teams
4. Team Structure	<ul style="list-style-type: none"> ➢ Develop group norms / groundrules ➢ Philosophy and guiding principles 	All 3:00 – 4:15	Incorporating team development theory into our council
5. Session close	<ul style="list-style-type: none"> ➢ Day 1 Evaluation 	4:15 – 4:30	Continuous improvement
Group Dinner Royal Glenora	<ul style="list-style-type: none"> ➢ Discussion with Minister Morton and DM McGhan 	6:00pm	

January 29, 2009: 8:00 - 12:00

WHAT	HOW	WHO/ TIME	OUTCOME
Coffee / Muffins		8:00 – 8:30	
1. Welcome	<ul style="list-style-type: none"> ➤ Review of Day 1 	David Oman 8:30 – 8:45	Building on day 1 insights
2. Team Charter	<ul style="list-style-type: none"> ➤ Video case study: Abilene Paradox ➤ Develop Team Charter <ul style="list-style-type: none"> ➤ Statement of Purpose ➤ Philosophy and Guiding Principles ➤ Structure ➤ Decision Making ➤ Roles and Responsibilities ➤ Operating protocols ➤ Key Project Success Factors 	Patti Connolly / David Oman 8:45 – 11:00	Building a process for effective decision making
3. Next Steps	<ul style="list-style-type: none"> ➤ Meeting frequency / schedule ➤ Identify key milestones ➤ Discussion of Project Scope ➤ Expense reimbursement process ➤ Pre-work for next session 	Bonnie McInnis Jonathan Mackay Crystal Damer 11:00 – 11:45	Clarification of next steps
4. Session close	<ul style="list-style-type: none"> ➤ Closing comments ➤ Day 2 Evaluation 	Heather Kennedy & Morris Seiferling 11:45 – 12:00	
Lunch		12:00 – 1:00	