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# 2022 Strategy Workshop Agenda

Thursday, August 4<sup>th</sup>. 8:00 am – 5 pm. & Friday, August 5<sup>th</sup>. 8:30 am – 12:30 pm.  
Harvard Graduate School of Education, 13 Appian Way, Cambridge, MA 02138

## Day 1 - Thursday, August 4

**8:00 am – 9:15 am | Gutman Library, GCC E3**

### Light Breakfast & Registration (including HGSE Attestation)

Continental breakfast will be provided, including pastries, fruit, yogurt, coffee, and tea.

*HGSE **requires** that visitors complete an HGSE Clear attestation that you have received a negative result from a COVID-19 PCR or antigen test taken within one day of your workshop start time (or have been symptom-free for at least 10 days if you tested positive for COVID-19 in the last 90 days). Upon completion of the attestation, you will receive a green checkmark to show at registration – you do not need to send anything in advance. If you arrive at your workshop and have not been tested within the previous day, COACHE will provide a rapid antigen test during registration to ensure you meet the HGSE requirements. [Complete the HGSE Clear attestation here.](#)*

**Please note:** Each partner is expected to bring all report documents to the workshop. Should you need technical support for accessing or opening your report, our team can assist you during the event registration **prior** to the start of the optional report review at 8:30 am. Please plan to arrive early if you need assistance.

**8:30 am – 9:15 am | Gutman Library, GCC E3**

### (Optional) Understanding COACHE report data

Our team will work with institutions who have just received their results to highlight the various ways of viewing and understanding the data. This session is best suited for participants who are new to COACHE reporting or those who would like a refresher course on COACHE reporting.

**9:15 am – 10:00 am | Gutman Library, GCC E3**

### Introductions and Ground Rules

Brief introduction to COACHE team and cohort attendees. We will discuss expectations and ground rules for our time together.

**10:00 am – 10:30 am | Gutman Library, GCC E3**

### Mapping Potential Pitfalls

In this session we will identify and review potential challenges along the path of survey results distribution.



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**10:30 am – 11:30 am | Gutman Library, GCC E3**

### **Institutional Data – Identifying Successes and Areas of Improvement**

You have your institutional data — now what? Using your insider knowledge of institutional stakeholders, we will discuss areas where your organization is thriving and survey categories you wish to improve. Once themes are identified, we will narrow and prioritize areas of success and improvement, with a focus on goal development and consensus building.

**11:30 am – 1:00 pm | Gutman Library, GCC E3**

### **Lunch break (on your own)**

Attendees are encouraged to enjoy lunch in Harvard Square.

**1:00 pm – 2:00 pm | Gutman Library, GCC E3**

### **Team Configuration – Meeting Your Needs**

This session will help you identify the types of skills and qualities that will benefit your COACHE-related work. In some cases, teams have already been formed but this is an opportunity to reassess and reinvent your teams if necessary.

**2:00 pm – 2:30 pm | Break**

**2:30 pm – 3:30 pm | Gutman Library, GCC E3**

### **Institutional Data – Looking Beyond COACHE Reporting**

This session will help you identify the types of institutional data that can be used to complement your COACHE data and that will benefit your COACHE-related work.

**3:30 pm – 4:30 pm | Gutman Library, GCC E3**

### **Supporting the Findings – Navigating Your Audience**

What are the personality types that might challenge results and how can we develop strategies to ensure that those conversations are constructive?

**4:30 pm – 5:00 pm | Gutman Library, GCC E3**

### **Debrief and Parking Lot**



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## Day 2 - Friday, August 5

**8:30 am – 9:00 am | Larsen Hall, 106**

### Light Breakfast

Continental breakfast, including pastries, fruit, yogurt, coffee, and tea.

**9:00 am – 9:30 am | Larsen Hall, 106**

### Day 1 Recap and Expectations for the Day

**9:30 am – 10:30 am | Larsen Hall, 106**

### Engaging Your Faculty with Results – Best Practices

Overview of best practices for disseminating your results and engaging with stakeholders. A key component to launching a successful and insightful survey is developing and executing a communication plan that engages faculty in a broader discussion of the academic workplace. This session will involve small group work on engagement communication plans.

**10:30 am – 11:30 am | Larsen Hall, 106**

### Pair & Share – Engagement Plan

This session will provide the opportunity for teams and small groups to present their engagement communication plans to their workshop cohort.

**11:30 am – 12:30 pm | Larsen Hall, 106**

### Wrap Up

COACHE team remarks and end of event wrap-up.

**6:00pm – 9:00pm | Museum of Fine Arts-Boston**

### Optional Social Event: Evening Visit to the Museum of Fine Arts, Boston

If your travel plans permit, we welcome you to join the COACHE team and other partners at the Museum of Fine Arts Boston to celebrate the end of another COACHE Strategy Workshop. We will provide round-trip transportation and admission to the museum. Pickup and dropoff for this event will be at [Longfellow Hall](#). We ask that participating workshop attendees be at bus pickup by 5:45 pm for 6:00 pm departure. On our return, we will meet at MFA Boston main entrance at 8:45 pm for 9:00 pm dropoff. **Please RSVP to this event by Wednesday, June 27<sup>th</sup> by completing the [Attendee Information Form](#).**