

ALICIA MCKAY ⚡

Strategy Skills for Local Government

CLIENT WELCOME PACK

Welcome to Strategy Skills for Local Government!

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It's so good to have you on board.

If you want your leaders to learn to be more strategic and effective for your communities, you're in the right place.

I love working with passionate, connected local government leaders to unleash their potential. These days will be jampacked full of learning, fun and laughter. Strap on in!

- AM

Step 1. Paperwork

Confirm 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**

Step 2. Preparation

Runsheets

We'll confirm a run sheet with you about a month before the training. The run sheet confirms the venue, timing, catering, and contact details for the training days.

Briefing call

We'll schedule a call for approximately two weeks before our workshop. This call will take about 20 minutes. You can update us on your political and organisational context, and we can make sure the logistics are sorted.

Welcome video

We send a welcome video with the Attendee Survey, introducing Alicia and explaining what the training seeks to accomplish.

 **Make sure you confirm final numbers with your caterer**

Attendee survey

We send out an attendee survey two weeks before the workshop.

This anonymised survey gathers valuable baseline data about current confidence levels and helps to inform the training focus.

In the survey, we ask participants about:

- Challenges and opportunities
- Confidence levels in leading change
- Confidence levels in strategic planning
- Learning and discussion objectives
- Hot button issues or concerns.

Step 3. Training

Room setup

Your room setup should include tables of 4-6 people, lots of natural light and room to move around. We will need a projector with HDMI input, at least one whiteboard, and a flip chart.

Commitment and preparation

The sessions work best if all attendees commit to the full training days. 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

"You are invited to attend strategic skills training with Alicia McKay.

This game-changing learning and development will help us be more strategic and effective for our community. We'll learn about decision-making, strategy, and getting out of the weeds.

We recognise this is a significant time commitment. However, this is an investment in you and your leadership. We need you in the room. Please reschedule any competing commitments to prioritise this opportunity and make sure you can attend the full session.

Alicia McKay is one of New Zealand's most expert public sector strategy facilitators and a recognised authority on strategic leadership in local government. You can learn more about Alicia McKay at www.aliciamckay.co.nz.

Note: You will receive a brief survey a week or two before the workshop. Please take a few minutes to fill this in, as it sets the scene for a great session."

Step 4. Feedback

Feedback survey

We will send a brief feedback survey within 24 hours of our workshop. This survey serves two purposes:

1. To measure learning outcomes
2. To gather feedback and identify opportunities for improvement.

This survey will not be anonymous but people can choose not to have their comments shared.

Debrief chat

We'll have a quick debrief directly after the session, and you are welcome to book a proper phone call a week or two later to process any thoughts and ideas you have.

Final invoice

We will send our final invoice within a week of our session, to be paid within 14 days.

FAQs

Where should we hold the workshop?

These days run best outside of Council Chambers/ the Council building if possible. 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 to bring 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.

What topics will we cover?

Every session is tailored to your specific needs and priorities. Once we review the results of your survey, we'll better understand your needs.

All workshops cover:

- Role clarity between governance and management
- Local government strategy - and your role in it
- Decision-making tools and frameworks
- Time management and prioritisation

SSLG Checklist

Reach out to Beren on info@aliciamckay.co.nz with any questions.

Before Workshops

To confirm booking

- Project brief - completed and returned.
- Deposit invoice – lodged and paid.

1 month prior

- Workshop run sheet – received and confirmed.
- Briefing call – scheduled and held.

2 weeks prior

- Attendee survey – distributed and completed.

After Workshops

- Feedback survey – distributed and completed.
- Debrief call scheduled and held.
- Final invoice – lodged and paid.