Session 4 – Agenda

April 14-16, 2021

Effective Communications for Important Outcomes

Pre-work you were assigned to complete for this session:

* Progress on your Capstone project
* 30-minute coaching with your ELI coach
* Read *Uncommon Candor: A Leader’s Guide to Straight Talk*

Print the following documents from the portal to be ready for this session:

* Six Hats Chart
* Choice Map (same map as we used last month)
* Direct Model
* Communications Scenarios
* Communications Worksheet
* Communications Bad E-mail Draft
* Letter from a Birmingham Jail

Daily Schedule:

10 minute breaks each hour

**Wednesday, April 14**

2:00 pm Leadership Session

5:00 pm Adjourn for the day

**Thursday, April 15 and Friday, April 16**

8:30 am Leadership Session

12:30 pm Session adjourns