



CEO's Virtual Strategic Organization Workshop General Information

Welcome to **CEO's Virtual Strategic Organization Design Workshop**. We are excited you will be joining us for the six-week hands-on experience. This email is intended to provide you some general information about the upcoming program. **Please take the time to read this entire email as there is important information regarding your attendance.** Over the coming weeks you will be receiving emails that will give you additional details.

Workshop Overview

The workshop will begin September 21 with two weekly sessions over a 6-week period.

- **Monday Sessions** will be scheduled from **9:00am – 10:30am PT** with a focus on a key aspect of the redesign process.
- **Application Assignments** will be provided each Monday and in the interest of getting the most return from your investment, you will be strongly encouraged to complete during that week. The assignment will move you through the design sequence while providing you an opportunity to work on your own organization design challenges. Depending upon your circumstances you might spend 2-3 hours working on the assignment between the Monday and Friday sessions.
- **Friday Sessions** will be scheduled from **9:00am – 10:30am PT** where you will be put into cohort groups facilitated by a faculty member. You will have an opportunity to debrief the assignment, share lessons learned, exchange ideas with other participants, and get additional input from faculty.

You will receive Outlook invites to all the sessions on August 3rd, please keep an eye out for these in your inbox. **Because each week of the program builds upon the prior week it is important that you attend every session.**

Pre-Workshop Webinar

- We will be hosting a pre-workshop webinar to review program details, answer questions about the pre-work and cover some foundational content. The webinar will be offered twice to accommodate schedules – you only need to attend one. The session will be recorded if you are unable to attend either date.
 - September 1 (Tuesday) from 9:00am – 10:00am PT
 - September 8 (Tuesday) from 1:00pm – 2:00pm PT
- Invites for the webinars will be sent on August 3rd.

What You Need to Do Now

- **Confirm Your Technology**

- We will be using [Zoom](#) to host the Monday/Friday sessions and Google Drive as our material repository.
- Please verify that you can utilize both technologies, let us know if you anticipate any issues.
- **Regarding Google Drive:** We want to make sure you can access the repository so please click on the link below – it will take you to our **TEST Google Drive**. Depending upon your computer settings and your company firewall/security you may be asked to Request Permission – if that is the case please request and you should be able to access the site within 24 hours. If you do not currently have a Gmail or Google Account you will be asked to create one. NOTE: *You can create a [Google Account](#) and NOT create a Gmail linked to your name.*

If for some reason you are unable to access at all, please contact: Alice Mark at yeemark@marshall.usc.edu

[GoogleDrive TEST Repository](#)

- **Complete & Sign Confidentiality Agreement**

- During the Friday cohort sessions participants may be sharing detail around their organization's challenge and their completed assignment. To that end we want to make sure people feel fully comfortable sharing **we are asking each of you to complete and sign a confidentiality agreement** in support of a Chatham House or Vegas Rules ethic – "what's said here, stays here."

[Confidentiality Agreement](#)

Upcoming Communications

- **August 3**
 - Workshop invites – accept all twelve Monday and Friday invites
- **August 5**
 - Pre-Workshop Webinar invite – select one
- **August 11**
 - Detailed agenda
 - Links to Google Drive Repository
- **August 25**
 - Prework
- **September 1 -or- September 8**
 - Pre-Workshop Webinar
- **September 14**
 - Final reminders

If you have any specific questions at this point, please reach out to Alice Mark at yeemark@marshall.usc.edu

Stay safe and well,

Chris Worley, Beth Gunderson, Sue Mohrman and Alice Mark