**MRS 2012 Staff Retreat Preparation Worksheet**

**Office/Unit:**

The retreat planning committee is pleased that you will participate in the upcoming staff retreat. To encourage staff to begin preparing themselves for the discussion that will occur, the committee asks each office/unit to provide their collective responses to the following questions. Your responses will be helpful in keeping the discussion focused and within the time allotted for each session. Responses should be as brief as possible and the use of bullet points is encouraged. Think key impacts and highlights, not every important function or activity your office/unit performs.

The committee suggests that this worksheet be completed in the course of your next regular office/unit staff meeting (or in a separate session if you prefer) prior to the retreat. Please designate one person from your office/unit to record the answers on this form and **submit the completed form electronically to Jim Kuh** **no later than November 30, 2012.** Your cooperation is greatly appreciated.

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| **Communicating the Contributions of your Office/Unit to the** **Bishops’ & MRS’ Strategic Priorities, Plans, and Mission** |
| 1. **Three things you want people to know about your office/unit**

*These questions are aimed at helping other MRS staff learn the essentials of the work of your office/unit and the critical results of your work in order to create a greater sense and understanding of our mission and to break down silos. These questions will also help your office/unit with your own messaging.* |
| * **Who Are** **You?** - *what you want listener to remember most*
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| * **What Do You Do?**  *- what your office/unit does that adds value to MRS overall and contributes to the bishops' and MRS’ strategic priorities, plans, and mission*
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| * **Why Are You Unique?** - *what you are best at doing; give an example of a most interesting development of the last year (e.g., "magical numbers”, partnerships, etc.)*
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| 1. **Fun Facts about Your Office/Unit Staff and Work**

*Please brainstorm at least 6 questions about your office/unit and your work that could be used in a “quiz show” game at the retreat. For example:* * + - * *What percentage of refugees admitted to the U.S. were resettled by MRS last year?*
			* *Which office/unit in MRS was invited to give training to Custom and Border Patrol agents in El Paso last year?*
			* *What MRS staff member addressed the XYZ House Subcommittee on the topic of ABC last March?*
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| **Enhancing Collaboration and Communication in MRS and USCCB** |
| 1. **After reviewing as an office/unit the bishops’ and MRS’ strategic priorities and plans for 2013-2016, what are some key ways you envision the work of your office/unit *intersecting with* and *contributing to* what others are doing in MRS and USCCB?**
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| 1. **Are there opportunities for new partnerships or increased collaborations - within MRS and USCCB – that might help to further these plans and priorities? Please describe.**
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| 1. **Are there internal or structural impediments that are affecting our ability to collaborate together to advance the priorities, plans, and mission?**
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| 1. **What are some ways that your office/unit can help MRS build even greater trust and encourage a sense of “we” in our work?**
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| **Environmental Factors Affecting MRS’ Mission** |
| 1. **What *external environmental factors* (social, technical, educational, economic, political, etc.) does your office/unit perceive that might impact the MRS mission in the next several years?**

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| 1. **What *opportunities* might MRS take advantage of in the next several years to advance its mission?**
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| 1. **What *challenges* do you envision in relation to these external factors and how might you overcome them?**
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| 1. **What *new or enhanced external partnerships or collaborations* might help MRS to more effectively advance its mission?**
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**Prepared By: Date:**