

# Longhorn Leadership Symposium

## THE UNIVERSITY OF TEXAS AT AUSTIN

### *Pod Leader Guide*

---

#### **Longhorn Leadership Symposia (LLS) Overview**

---

Longhorn Leadership Symposium is a dynamic community of leaders committed to continual learning and growth, timely discussions of meaningful leadership topics, knowledge and resource sharing, and establishing a supportive peer network for times of crisis and stability.

#### **Program Structure**

---

Participants will gather in person in their various campus locations (“Pods”) to join the live call where the central host (“Hub”) will launch the session. The Hub launch period should last no more than 10 minutes, as rigorous discussion among the Pods is crucial to this model. The Hub launch periods will be recorded for pods unable to join during standard business hours (e.g., third-shift employees). After a one-hour, facilitated discussion, all Pods will rejoin the larger session to share, debrief, and gather feedback.

#### **Pod Leader’s Checklist**

---

Pod facilitators encourage productive conversations, moderate flow, and ensure there is a balance of participation among participants. LLS is a peer-led program, but Pod Leaders are an integral part of ensuring that participants have a rewarding experience. To that end, Pod Leaders are asked to oversee the following:

- ☐ Enlist 5-10 leaders and managers to join your Pod (see the Outreach section below).
- ☐ Act as intermediary between the LLS administrators and the group participants, providing any resources before and after each session.
- ☐ Work with LLS Administrators to provide information about Pod, such as the following:
  - List of attendees
  - Venue details
  - Attendance of each session
  - Feedback and recommendations
- ☐ Book a conference room large enough to comfortably accommodate 5-10 people.
- ☐ Ensure that the room has working A/V including a camera that can join a MS Teams video call
- ☐ Note that a video camera that can capture the entire group is necessary
- ☐ Invite 5-10 people to attend with details about venue, time, topic, and LLS
- ☐ Note that all participants must be managers of people or in leadership positions at UT
- ☐ In advance, send discussion guidelines to all participants
- ☐ Express to the participants the importance of showing up on time. Not arriving on time may mean missing the Hub presentation which will make it difficult or impossible to participate in discussion
- ☐ During the session, prior to the Hub presentation, review the discussion guidelines for all participants
- ☐ Facilitate productive and equitable discussion among participants. You are encouraged to contribute to the discussion, but do not lecture or present as the subject-authority for the group.
- ☐ Serve as (or appoint a) spokesperson for the group when all Pods rejoin the larger group to debrief and share-out. All participants are welcome to contribute during the return, but there should be a single spokesperson for the initial summary of each respective Pod discussion

## **Format and Topics**

---

The design of LLS provides for a range of possibilities in terms of subject-matter, and how those subjects could be relayed to participants. For instance, LLS may have sessions where we host guest lecturers or authors, we provide hypothetical scenarios for participants to deliberate, we host a panel of experts for a Q&A, or participants are provided with content such as articles, books, or videos to watch prior to the session. We are excited to see how this program evolves with the help of the LLS community, especially Pod Leaders.

## **Outreach**

---

LLS Administrators will send communications for session topics and dates. Pod Leaders will be asked to amplify messaging and forward communications to Pod participants. For potential new participants, consider your department, as well as geographically close departments. Having leaders from various areas and experience levels can lead to richer discussions. Aim to have a minimum of five leaders for your watch party. Make sure all leaders who join your watch party receive the Leader Welcome Letter and the LLS Discussion Guidelines.