The Local Government Listen, Learn and Lead Gender Equity Program Overview	Week Commencing														
	w0	w1	w2	w3	w4	w5	w6	w7	w8	w9	w10	w11	w12	w13	Ongoing
Identify a Listen, Learn and Lead Coordinator															
• Chief Executive Officer nominates a staff member to undertake the role of a Listen, Learn and Lead Coordinator. (A brief description of the role and selection criteria is included in the Guide).															
The Local Government Listen, Learn and Lead Gender Equity Program Introductory Workshop															
• Participating Chief Executive Officer and their nominiated Listen, Learn and Lead Coordinator are invited to attend the kick off workshop.															
• Participants receive Program support materials (Agenda, Program Chart, Guide and Feedback Form).															
Communicate key messages of the Listen, Learn and Lead Program															
• Chief Executive Officer/Listen, Learn and Lead Coordinator communicates the key messages of the Listen, Learn and Lead Program to staff. (Communication material is included in the Guide).															
Select focus groups															
• Chief Executive Officer selects the focus group participants for the following cohorts: Emerging women, Senior women and Senior leadership women and men. (The Selection process is included in the Guide).															
Run Listen, Learn and Lead sessions															
• Chief Executive Officer facilitates the focus group sessions along with the Listen, Learn and Lead Coordinator who scribes and supports the CEO to run the sessions with no other support staff. (Focus Group Questions and approach is included in the Guide).															
Collate feedback from sessions															
• Listen, Learn and Lead Coordinator collates feedback from the Listen, Learn and Lead sessions which can be used to inform the development or the enhancement of the council's gender equity plans.															
• Chief Executive Officer uses feedback from the session to directly communicate with participants about his/her reflections, key themes and proposed actions via email or other chosen medium.															
• **Optional** - Chief Executive Officer and Listen, Learn and Lead Coordinator may hold a reflective session for all staff who participated in the Listen, Learn and Lead sessions.															
Submit feedback to Local Government Victoria															
• Chief Executive Officer and/Listen, Learn and Lead Coordinator complete the Summary Feedback Template of the Listen, Learn and Lead session for each of the three cohorts, noting the barriers and ideas for change directly to LGV - Ms. JennyMaree Kardaras via email: **jenny-maree.kardaras@delwp.vic.gov.au** (Feedback Form is included in the Guide).															
Submit feedback to the leadership team															
• Chief Executive Officer and the Listen, Learn and Lead Coordinator will report on the de-identified key themes, issues and comments that came out of all of the Listen, Learn and Lead sessions.															
Identify actions and agreed next steps															
• Chief Executive Officer and/the Listen, Learn and Lead Coordinator summarises key themes, share learnings and identify actions to implement in their organisation.															
Develop and implement a Gender Equity Action Plan															
• Chief Executive Officer and the Listen, Learn and Lead Coordinator will enhance an existing, or develop a new, gender equity action plan for each identified action to implement in the organisation. (A Template Gender Equity Action Plan is included in the Guide)															
Monitor and report on the progress of agreed actions															
• Chief Executive Officer and the Listen, Learn and Lead Coordinator monitors the progress of the agreed gender equity plans against their measures.															
Feedback on the Listen, Learn and Lead Pilot Program															
• Chief Executive Officer and the Listen, Learn and Lead Coordinator submits their Feedback on the Listen, Learn and Lead Program via Survey Monkey															