October 13, 2023

Dear Colleague,

We invite you to submit a proposal for the facilitation of a seminar at the Minnesota Library Association’s Institute for Leadership Excellence retreat, MILE 2024, Leading from Within.

The purpose of the MILE retreat is to engage and educate MLA members, while developing future leaders, and strengthening our organization.

Below you will find location information and specific details regarding each session of the retreat. The MILE retreat will be an in-person event. Preference will be given to facilitators who can present on site. Facilitators will be reimbursed for mileage at the IRS compensation rate for 2024.

If you are interested in submitting a proposal, please submit your proposal by following the APPLICATION link next to the session name by 11:59 pm December 15th. Selected facilitators will be contacted by January 15th.

We look forward to hearing from you!
MILE 2024 Curriculum Committee, Kimberly Nicholson, Cat Stricklan, Heather Bean

Retreat Information
Location: Sugar Lake Lodge, 37584 Otis Lane, Cohasset, MN 55721
Dates: May 14th-17th, 2024
**Session Information**

**Team Building - 2 hrs**  
*APPLICATION*

*Date: May 14th, Tuesday*  
*Time: 2pm-4pm*

This session will help participants get to know each other and become more comfortable working together. Our goals for the session are as follows:

<table>
<thead>
<tr>
<th>Rational Aim:</th>
<th>Experiential Aim:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants will get to know their colleagues.</td>
<td>This activity will build trust among the members of the cohort.</td>
</tr>
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**What will be learned?**  
Participants will learn basic information about each other including; names, backgrounds, and general interests

**How will they feel?**  
After the session, participants will feel safe and open to learning and sharing with their cohort.

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**Unconscious Bias - 3hrs**  
*APPLICATION*

*Date: May 15th, Wednesday*  
*Time: 1pm-4pm (with 15min break)*

This is an opportunity to better understand how our world view and prejudices can unconsciously influence our actions. Our goals for the session are as follows:

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<thead>
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<th>Rational Aim:</th>
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<tr>
<td>Participants will understand how our worldviews and experiences can influence how we judge and relate to others.</td>
<td>This workshop will help participants build empathy for others and be more aware of their own biases</td>
</tr>
</tbody>
</table>

**What will be learned?**  
Participants will learn how unconscious bias can affect our choices, behaviors, and interpersonal relationships at work and in our personal lives. They will also learn strategies to identify and mitigate these biases.

**How will they feel?**  
Participants will feel empowered to recognize their biases and make more conscious decisions at work and in their personal lives.
Leadership: Length 2.5 hrs  APPLICATION
Date: May 16th, Thursday
Time: 9:30–12pm

Participants will discuss the different styles of leadership and how every employee can be and is a leader. Our goals for the session are as follows:

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<thead>
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<th>Rational Aim:</th>
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<tr>
<td>Participants will learn about styles of leadership and how every employee has the potential for leadership.</td>
<td>Participants will gain a better understanding of their roles as a leader.</td>
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<tr>
<th>What will be learned?</th>
<th>How will participants feel?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants will learn about different leadership styles, identify their own leadership style, and learn what leadership means regardless of title/position.</td>
<td>Participants will feel more confident in their roles as leaders regardless of their position.</td>
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</tbody>
</table>

Project Management: 3 hours  APPLICATION
Date: May 16th, Thursday
Time: 1pm-4pm (with 15min break)

This session will introduce processes, tools, and tips participants can use when managing a project. Our goals for the session are as follows:

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<tr>
<td>Participants will learn strategies for managing projects in a library setting.</td>
<td>Participants will gain confidence in their abilities as (unofficial) project managers. They will learn how to recognize and celebrate their accomplishments.</td>
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</tbody>
</table>

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<th>What will be learned?</th>
<th>How will they feel?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants will learn project management basics and be introduced to specific skills and tools.</td>
<td>Participants will be more focused and less intimidated by project management in future project management endeavors.</td>
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</table>
Local Leadership/MLA Panel 1hr  APPLICATION
Date: May 17th, Friday
Time: 8:30am-9:30am

Participants will see and hear from a small group of active library leaders.

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<th>Rational Aim:</th>
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<td>Participants will hear from a variety of current library leaders.</td>
<td>Participants will learn that there is no one way to be a leader.</td>
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</table>

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<th>What will be learned?</th>
<th>How will they feel?</th>
</tr>
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<td>Participants will learn from leaders in different types and sizes of libraries about how best to lead and what they have learned on their journeys.</td>
<td>Participants will feel inspired as they contemplate future leadership roles for themselves.</td>
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