Session Objectives

As a result of this session, you will be better able to:

• Follow a process to craft agendas that are based on real need and rooted in objectives;
• Identify the value of drafting agendas for all your meetings and workshops; and
• Utilize the Agenda Development Worksheet.
Poll

Do you use any process for developing a meeting or conference agenda?
If yes, please use chat to provide more information.

Poll:

• Do you write agendas for meetings with your OVW program manager?
Agendas for All Meetings?

- Prepare yourself
- Prepare others in attendance
- Memorialize conversations/decisions
- Stay on task and on time
- Get feedback or approval in advance
- To help prepare for Conference Approval Forms (CAF)

Agenda Development Worksheet, Page 1

Program or Meeting Title: _______________________
Date: _______________________
Location or Call Information: _______________________
Audience: _______________________
Style of Meeting: Formal or Informal

Goal has the word “Go” in it.
Where are you trying to go?
What are you trying to achieve?
What is the purpose of the convening?

Goal of Meeting:
Objectives

- Goals direct objectives, objectives state how you will actually reach the goal.
- They should be specific, measurable, achievable, relevant, and time-oriented.
- Action verbs
- Tactics
Draft an objective to address the topic “timeline” for your meeting with OVW.

“At this meeting, we will…”

**CONCRETE OBJECTIVES:**
1.
2.
3.

**TOTAL DURATION OF MEETING:**

**ACCESSIBILITY CONSIDERATIONS:**

**PRE-MEETING TASKS:**
Use Chat

What might be some “pre-meeting tasks”?

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Agenda Development Worksheet, Page 3

**Topic 1 Title (Duration):** __________________________

**Responsible Party:**

**Tasks:** (How will you meet the objective of the topic? What activities will you use?)

**Follow-up needed?**

**Note in advance:**  **Possible Challenges that may arise:**

**Possible Solutions:**
Discussion in Chat Box:

Why use a tool like this?

Q&A

Thank you!
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