

FORUM MEETING AGENDA

4 Hour Meeting

Connect the Room	<ul style="list-style-type: none"> ▪ Check-In Rituals <ul style="list-style-type: none"> ▪ Fully Present: electronics off ▪ Confidentiality reminder: any near misses? ▪ Clear the air: speak or let it go ▪ Ice Breaker: a great question ▪ Significant & important 5% Reflections (3 - 5 min. each) <ul style="list-style-type: none"> ▪ Parking Lot: efficient discussion (5 minutes) 	45-60 Minutes
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Break: 10-15 minutes

Present	<ul style="list-style-type: none"> • Scheduled Deep Dive: a coached presentation selected in advance of the meeting 	60 Minutes
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Break: 10 – 15 minutes

Varies with Meeting: Planned or from updates	<ul style="list-style-type: none"> ▪ Deep Dive #2 (Scheduled or impromptu) ... and/or <ul style="list-style-type: none"> ▪ Subject Matter Expert: internal or external ▪ Brainstorming Session ▪ Topical Discussion ▪ Connection or Self Discovery Exercise ▪ Experiential or Annual Theme Discussion ▪ Book or Video Discussion 	60 - 90 Minutes
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Break only if necessary

Close	<ul style="list-style-type: none"> • Housekeeping <ul style="list-style-type: none"> ▪ Retreat plans ▪ New members for consideration ▪ What worked, what could improve? ▪ Confirm next meeting(s) details ▪ Closing Ritual: appreciation & commitments 	up to 15 Minutes
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