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| **Group:** |  | **Date:** |  | **Time:** |  | **Location:** |  |

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| **Rational Aim:** |  | **Experiential Aim:** |  |

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| **Timing** | **Topic** | **Process** | **Goal** | **Materials** |
| 9:00- 9:1010 minutes | Introductions, agenda, purpose (RA & EA), and ground rules | Round robin introductions (name, intro question)Facilitator presents purpose and agendaReview ground rules | Set a comfortable atmosphere.Set expectations. | Agenda and purpose chart |
| \_\_\_ minutes |  |  | O - Review or create some objective level data. |  |
| \_\_\_ minutes |  |  | R – Discuss reactions to data. |  |
| \_\_\_ minutes |  |  | I – Analyze the situation and the options available |  |
| \_\_\_ minutes |  |  | D – Decide the items that you will move forward to implementation |  |
| \_\_\_ minutes | Next Steps | Presentation or Next Steps and Assignments | Clarify next steps and make assignments | Next steps and assignments chart |
| 10 minutes | Closing Reflection  | Round robin* What stood out from our time together?
* What surprised you?
* Where do you have concerns?
* Where are you hopeful?
* What are you looking forward to?
* Where will you be contributing?

Next meeting reminder (post the date and time)Appreciation | Give people a chance to reflect on the day and calendar their next commitment.Express appreciation to the participants. |  |