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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- 9:10  10 minutes | Introductions, agenda, purpose (RA & EA), and ground rules | Round robin introductions (name, intro question)  Facilitator presents purpose and agenda  Review 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. |  |