

*Starting with the end in mind is essential to holding effective meetings.*

## What is an ‘objective-focused’ agenda?

1. **Clearly states name of session, date, location, and times.**
2. **Clearly states objectives.**
  - a. These should be stated from PARTICIPANTS’ point of view. These are the key ‘take-aways’ that the group will get from participating in this meeting – the observable changes participants will experience. These answer the question, “what will the participants have done/be able to do at the end of this meeting?”
  - b. NOTE: this is not the same as ‘what am I gonna tell them?’
3. **Integrates mental sets/icebreakers, checks for understanding, small group work.**
  - a. To ensure participants can achieve the objectives, plan to use appropriate training and group facilitation tools to allow space and time for learning, processing, and decision-making. Create space for people with different communication styles to participate in a meaningful way.
4. **Allows appropriate timeframes for each objective.**
  - a. Allocate enough time for each objective. This will include time to introduce and process content as well as time for the group to work with that content to achieve their objectives.
5. **States simple timeframes that allow facilitator to adjust as needed.**
  - a. The agenda should be clear about the start and end times of the session, and start time of each major topic or module, without providing too much detail that will distract participants and increase anxiety if timeframes are not met exactly. Avoid committing to breaks at specific times. You can manage the flow of the day to allow breaks at appropriate times. Allow one break for every 2-3 hours.
6. **Maintains time at end of each meeting to clarify decisions & next steps.**
7. **Avoid ‘report out’ rut.** Spend your group’s time making decisions and processing together, not reporting out. Consider using something like a ‘consent agenda’ where updates are provided in advance, with some time on agenda for questions.

**NOTE: a facilitator usually needs two versions of an agenda:**

1. Annotated agenda: includes details and notes for those facilitating the meeting
2. Participant agenda: provides summary for participants

## SAMPLE ANNOTATED AGENDA

**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

### Objectives:

At the end of this session, participants will be able to:

- Explain the Social Development Strategy
- Share one SDS story from their own lives
- Describe how they will apply the SDS in their interactions with a young person they know

Time	Topic	Materials/Notes
9:00am	<b>Welcome &amp; Introductions</b> Icebreaker about a great memory from when you were ages 5-9 (start by sharing one of mine)	Have a good memory to share
9:15am	<b>What is the Social Development Strategy?</b> <ol style="list-style-type: none"> <li>1. Mental set: my grandma used to ... (does this sound familiar to anyone?)</li> <li>2. That's an example of the SDS!</li> <li>3. Content: Let's watch this video to hear more about it (and follow along on your handout)</li> <li>4. Check for understanding:               <ol style="list-style-type: none"> <li>a. what struck you from that video? &lt;take some responses&gt;</li> <li>b. OK, let's review this graphic to put all the pieces in place...</li> </ol> </li> <li>5. Activity: Please take a few minutes to think of a person who provided these supports in your life; jot down some notes.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have a great mental set</li> <li>2. Video ready to show</li> <li>3. Graphic copies</li> </ol>
9:45am	<b>Your SDS story</b> <ol style="list-style-type: none"> <li>1. Pair them up in some fun way</li> <li>2. OK, now please share your SDS story with your partner; then switch!</li> <li>3. Partner, please listen for the 5 components of the SDS, and give specific feedback using the 'feedback sandwich'</li> <li>4. Nominations for someone to share their story?</li> </ol>	<ol style="list-style-type: none"> <li>1. Instructions on flip chart</li> <li>2. Feedback Sandwich handout</li> </ol>

Time	Topic	Materials/Notes
10:00am	<p><b>SDS activity: applying SDS</b></p> <ul style="list-style-type: none"> <li>• Why do we care about the SDS? (it builds protection!)</li> <li>• Walk them through the handout:               <ol style="list-style-type: none"> <li>a. think of 1 young person you know in this community – write it down</li> <li>b. Write down an opportunity you could offer this person</li> <li>c. Write down a skill they’d need to be successful</li> <li>d. Write down how you can recognize effort, progress, success</li> <li>e. Write down clear standards</li> </ol> </li> <li>• OK, now please share what you wrote with your shoulder buddy</li> <li>• Who would like to share their example w the whole group?</li> <li>• Can we each commit to actually doing what we’ve written – before our next meeting?</li> </ul>	Activity handout copies
10:30am	<p><b>Wrap up &amp; Next Steps</b></p> <p>Next steps discussion: We each made a commitment to build some protection with some young people in the community, and to do that before our next Board meeting. Thank you! This was a rich conversation.</p> <ul style="list-style-type: none"> <li>• Before we leave, what burning ideas for next steps would you like to be sure we put on our list? Let’s just ‘popcorn’ these – please speak up now!</li> <li>• &lt;chart these ideas as folks call them out&gt;</li> <li>• Thank you! We’ll circle back on this topic at our next board meeting.</li> </ul> <p>Check in with group: how well did we meet the objectives for today’s session?</p>	1. Flip chart next steps
10:45	<b>Evaluations</b>	Eval form copies

## SAMPLE PARTICIPANT AGENDA

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### Objectives:

At the end of this session, participants will be able to:

- Explain the Social Development Strategy
- Share one SDS story from their own lives
- Describe how they will apply the SDS in their interactions with a young person they know

Time	Topic
9:00am	Welcome & Introductions
9:15am	What is the Social Development Strategy?
9:45am	Your SDS Story
10:00am	SDS Activity: Applying the SDS
10:30am	Wrap up & Next Steps
10:45am	Evaluations



# Process Skills: Objective Focused Agendas

## PRACTICE ANNOTATED AGENDA

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### Objectives:

At the end of this session, participants will be able to:

- 1.
- 2.
- 3.

Time	Topic	Materials/Notes

Time	Topic	Materials/Notes

## PRACTICE PARTICIPANT AGENDA

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Objectives:**

At the end of this session, participants will be able to:

- 1.
- 2.
- 3.

Time	Topic