

## Standard Agenda Template

**Locations will vary.**

**Layout always the same - FAN 6 x 8' tables with 7 seats at each (three per side, one at end).**

**Facilitators to arrive 15 minutes early for room setup, and facilitate small group breakouts.**

**All significant dialog charted and posted.**

**Start on time, 9am - End on time, Noon!**

**Sign-in at each session.**

**Hand in (Requirements - if any)**

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### **A. Check-in, 20 Minutes**

An "open forum" to ask or say anything that has happened or thoughts since the group was last together.

### **B. Reading Discussion - Key Points, 20 Minutes**

A recap of and discussion about the key points of the text Reading Assignment - designed to add clarity.

### **C. Homework or Exercise Discussion, 20 Minutes**

A time to offer insights or difficulties concerning the completion of Between-session Assignments or Exercises.

### **D. The Truth About Fiction, 20 Minutes**

An opportunity to explore rumors or gossip and achieve a common "truth" that can be returned to the organization.

### **E. Lecturette (video tape), 20 Minutes**

Each session will highlight a "model" that relates directly to the T<sup>3</sup> course objectives presented in a short lecturette.

### **F. Break, 10 Minutes**

### **G. In-Session Exercise, 40 Minutes with Brief Outs**

An in-session exercise will be assigned for completion in breakout groups with findings briefed to the larger group.

### **H. Checkout, 10 Minutes**

Participants offer suggestions on how the course could be improved to better meet the assigned objectives.

### **I. Information Out, 5 Minutes**

To get clarity around next steps - Meeting place, time, etc. - Questions and answers about Between-session Assignments and Exercises - Clarity about text Reading Assignments.

### **J. Exam with Transcript, 15 Minutes**

Participants will take an examination that includes materials covered since the last session.

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