

THE INSTITUTE FOR LEADERSHIP IN EDUCATION DEVELOPMENT (I-LED) WHAT'S YOUR AGENDA? HOW TO CRAFT MEANINGFUL AGENDAS

JENNIFER L. WHITE, JD

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Session Objectives

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As a result of this session, you will be better able to:

- Follow a process to craft agendas that are based on real need and rooted in objectives;
- Identify the value of drafting agendas for all your meetings and workshops; and
- Utilize the Agenda Development Worksheet.



Poll

3

Do you use any process for developing a meeting or conference agenda?

If yes, please use chat to provide more information.

3

Poll:

4

 Do you write agendas for meetings with your OVW program manager?



Agendas for All Meetings?

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- Prepare yourself
- Prepare others in attendance
- Memorialize conversations/decisions
- Stay on task and on time
- Get feedback or approval in advance
- To help prepare for Conference Approval Forms (CAF)

Agenda Development Worksheet, Page 1

Program or Meeting Title:

Date:

Location or Call Information:

Audience:

Style of Meeting: Formal or Informal



Goal has the word "Go" in it.
Where are you trying to go?
What are you trying to achieve?
What is the purpose of the convening?

Goal of Meeting:

Agenda Development Worksheet, Page 2



CHECK OUT OUR "NEEDS ASSESSMENT GUIDE"

TOPICS OR ITEMS THAT MUST BE ADDRESSED TO MEET THE GOAL:

- 1.
- 2.
- 3.
- 4.



"OBJECTIVE" INCLUDES THE WORD "OBJECT".

OBJECTIVES ARE CONCRETE STEPS FOR HOW
TO REACH YOUR GOAL. THEY SHOULD BE SPECIFIC,
MEASURABLE, ACHIEVABLE, RELEVANT AND TIME-ORIENTED.

CONCRETE OBJECTIVES:

Objectives

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- Goals direct objectives, objectives state how you will actually reach the goal.
- They should be specific, measurable, achievable, relevant, and time-oriented.
- Action verbs
- Tactics



Use Chat Box

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Draft an objective to address the topic "timeline" for your meeting with OVW.

"At this meeting, we will..."

3

Agenda Development Worksheet, Page 2 (2)

CONCRETE OBJECTIVES:

- 1.
- 2.
- 3.

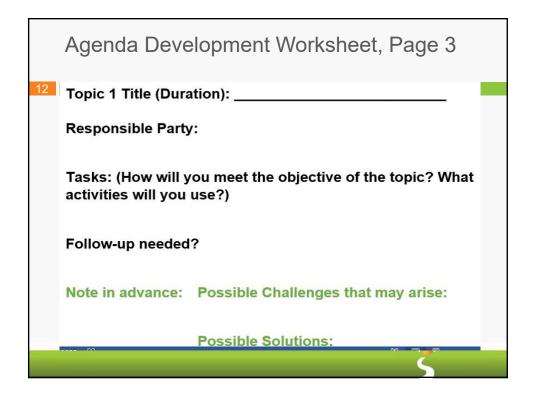
TOTAL DURATION OF MEETING:

ACCESSIBILITY CONSIDERATIONS:

PRE-MEETING TASKS:



Use Chat What might be some "pre-meeting tasks"?



Discussion in Chat Box:

Why use a tool like this?

Thank you!
Jwhite@futureswithoutviolence.org