



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

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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

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

If yes, please use chat to provide more information.

## Poll:

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- 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**

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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...”

## Agenda Development Worksheet, Page 2 (2)

### **CONCRETE OBJECTIVES:**

- 1.
- 2.
- 3.

**TOTAL DURATION OF MEETING:**

**ACCESSIBILITY CONSIDERATIONS:**

**PRE-MEETING TASKS:**

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## Use Chat

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What might be some “pre-meeting tasks”?

## Agenda Development Worksheet, Page 3

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**Topic 1 Title (Duration):** \_\_\_\_\_

**Responsible Party:**

**Tasks: (How will you meet the objective of the topic? What activities will you use?)**

**Follow-up needed?**

**Note in advance: Possible Challenges that may arise:**

**Possible Solutions:**

## Discussion in Chat Box:

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Why use a tool like this?

## Q&A

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Thank you!

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