|  | TemplatesAgenda Planning |
| --- | --- |
|  | PURPOSEThese worksheets and templates are tools to help plan your meetings.When to UseUse these tools when planning your UBT meetings with your co-lead.Who UsesUBTs and co-leadsHow to UseFill in the blanks on one of the sample templates to plan your next meeting. Use the table at the bottom of the worksheet to think about and plan the process steps for your meeting. |
|  | Agenda Sample #1

|  |  |
| --- | --- |
| Group/ Meeting Name | Date |
|  |  |
| Meeting Leader | Meeting Location |
|  |  |
| Purpose |
|  |

|  |
| --- |
| Desired Outcome  |
| By the end of the meeting, we will have:

|  |  |  |  |
| --- | --- | --- | --- |
| What (Content) | How (Process) | Who | Time |
| **Opening*** Context
* Desired outcome
* Agenda
* Roles
* Ground rules
 | Present.Check for understanding.Check for agreement. |  |  |
| **During** |  |  |  |
| **Closing*** Next steps
 | Agree on action plan.Agree on a communications plan. |  |  |
| **Follow-up*** Meeting evaluation
* Future agenda items
 | **Positive/change:** List what worked and what to change. |  | 5 min. |

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| --- |
| Meeting Date/Time |
|  |
| Participants |
| List names here or use a participant sign-in sheet. Plan how information will get to those not present. |

| Agenda | Outcome | Process | Time |
| --- | --- | --- | --- |
| What topics will we cover? | By the end of the meeting what will we have accomplished? | What steps will we take on the way to the outcome? | How much time will it take? |
| **Agenda review** | * Identify other interest areas.
* Confirm meeting agenda.
 | * Review the agenda.
* Ask for other items to be added to the agenda.
* Prioritize items considering importance, urgency, and time available.
* Identify an action items recorder and a MAP scribe.
 | 5 min. |
| **Information updates** | Provide critical information that could not be more effectively transmitted in any other format. | * Make a brief presentation of information; this is done by the manager and/or other UBT co-lead, UBT representative team member, charge nurse, project leads, or others.
* Summarize how information should be used by staff after the meeting.
 | 10 min. |
| **Update current projects** | Convey completion of or progress on projects started earlier. | * Identify current status.
* Report on action items.
* Identify next steps (if project is slowed, identify and clear barriers).
 | 15 min. |

CONTINUED NEXT PAGEAgenda Sample #2 (CONTINUED)

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda | Outcome | Process | Time |
| What topics will we cover? | By the end of the meeting what will we have accomplished? | What steps will we take on the way to the outcome? | How much time will it take? |
| **Performance review** | Identify opportunities to improve unit performance or engagement. | * Alternate months: Review performance data one month and engagement needs the next month to prioritize next projects.
* Improvement data: Identify status of unit on regional goals.
* Engagement indicators: Review our effectiveness in team meetings and our ability to cope with changes (our own projects and other sources).
* Identify success and celebration plans.
* Identify areas of needed improvement.
* Discuss how to address needed improvements (new RIM, other engagement strategy, and so on).
 | 10 min. |
| **Action items** | Confirm action items with names and due dates. | * Review assignments made and set due dates for completing them.
* If team members are absent, confirm who and how they will be updated after the meeting.
 | 10 min. |
| **Plan for continued engagement** | Complete communication map. | * Identify who is missing from the meeting.
* Select staff to communicate with them.
* Identify key information and key questions.
 | 15 min. |
| **Summary and feedback** | Identify what worked and what didn’t. | * Summarize the actions and findings for the meeting.
* Identify deltas and pluses.
* Ask and plan: *“How can we improve our UBT meeting next month?”*
 | 5 min. |

Source: Roxanne WhiteLight, Consultant, KPNW |