Exercise 27: Develop an Agenda for a Routine

**Objective(s) for participants:**

* Create an agenda, including key data and questions, to meet the objectives of a strong routine.

**Instructions:**

Using the goal or strategy evaluated in Exercise 25, identify any additional objectives for this routine and record them on the flipchart.

For each objective, answer the following and record responses on the flipchart:

* + How will I ensure that the objective is met in the meeting? That is, how will I structure that time to meet that objective? What balance of presentation, data exploration, questioning, discussion and problem-solving will I use?
	+ How long will this portion take?
	+ What materials will I need to prepare or bring to move the conversation forward and help participants reach the intended objective?
	+ What key facts or data will I bring?
	+ What key questions will help move the discussion forward?

**Materials needed:**

Flipchart

* Markers

**Exercise notes:**

* While this agenda might seem quite detailed (perhaps even overly detailed), deliberately considering each of these elements ahead of time will help prepare a more effective conversation, ensure that each part of the agenda is addressed and result in an all-around better routine. You may choose to adapt the agenda for your needs, but keep these elements in mind.

**Template for Exercise 27**

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| **Goal or Strategy To Be Reviewed** |  |
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| **Objectives** | Arrive at a shared view of overall progress |
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| Identify and commit to next steps |
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| **What (Objective)** | **How** | **Time** | **Materials** | **Key Facts** | **Key Questions** |
| Arrive at a shared view of overall progress |  |  |  |  |  |
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| Identify and commit to next steps |  |  |  |  |  |