

## EO FORUM MEETING AGENDA

4 Hour Meeting

<b>Connect the Room</b>	<ul style="list-style-type: none"> <li>▪ <b>Check-In Rituals</b> <ul style="list-style-type: none"> <li>▪ Fully Present: electronics off</li> <li>▪ Confidentiality reminder: any near misses?</li> <li>▪ Clear the air: speak or let it go</li> <li>▪ Ice Breaker: a great question</li> </ul> </li> <li>▪ Significant and important <b>Updates</b> (3 - 5 minutes each)           <ul style="list-style-type: none"> <li>▪ <b>Parking Lot:</b> efficient discussion (5 minutes)</li> </ul> </li> </ul>	45-60 Minutes
Break: 10-15 minutes		
<b>Present</b>	<ul style="list-style-type: none"> <li>• <b>Scheduled Presentation:</b> a coached presentation selected in advance of the meeting</li> </ul>	60 Minutes
Break: 10 - 15 minutes		
<b>Varies with Meeting:</b> Planned or from updates	<ul style="list-style-type: none"> <li>▪ <b>Presentation #2</b> (Scheduled or impromptu) ... and/or           <ul style="list-style-type: none"> <li>▪ Subject Matter Expert: internal or external</li> <li>▪ Brainstorming Session</li> <li>▪ Topical Discussion</li> <li>▪ Connection or Self Discovery Exercise</li> <li>▪ Experiential or Annual Theme Discussion</li> <li>▪ Book or Video Discussion</li> </ul> </li> </ul>	60 - 90 Minutes
Break only if necessary		
<b>Close</b>	<ul style="list-style-type: none"> <li>• <b>Housekeeping</b> <ul style="list-style-type: none"> <li>▪ Retreat plans</li> <li>▪ New members for consideration</li> <li>▪ What worked, what could improve?</li> <li>▪ Confirm next meeting(s) details</li> <li>▪ Closing Ritual: appreciation &amp; commitments</li> </ul> </li> </ul>	up to 15 Minutes