

SOS Kickoff Meeting Sample Agenda

TIME	TOPIC	FACILITATOR
00:00 – 00:05	One Word Opener/ Shout Out	Coach
00:05 – 00:10	Introduction	Coach
00:10 – 00:40	The End Goal/ BHAG	Coach
00:40 – 1:00	Core Purpose	Coach
1:00 – 1:10	BREAK	
1:10 – 1:35	Core Values	Coach
1:35 – 2:00	Three Year Plan	Coach
BREAK		
2:05 – 2:15	One Word Opener/ Shout Out	Coach
2:15 – 2:30	Meeting Champion presents the vision	Champion
2:30 – 2:45	Kolbe (3 min people pair up and talk about)	Coach
2:45 – 3:10	One Year Plan	Coach
3:10 – 3:20	BREAK	
3:20 – 3:40	Quarterly Plan (first 5 min everyone writes down what they think)	Coach/Asst.
3:40 – 4:30	Set Monthly Rocks	Coach/Asst
4:30 – 4:50	Parking Lot/Open Discussion	Coach/Champion
4:50 – 5:00	Wrap up & One word close – (set dates for check in meeting, next planning meeting, feedback, questions)	Coach/Asst