

Sample Strategic Planning Meeting Agenda

Pre-work:

- Identify who needs to be at the meeting; Include those who have authority to allocate resources or change curriculum
 - Internal company – Human Resources, technical training, field managers, workforce development, community relations, program sponsor
 - External – educators, workforce boards, vocational school teachers, students
- Identify the objectives of the meeting
 - What are the issues with the current program?
 - Leadership/direction
 - Curriculum
 - Lack of student interest
 - What needs to be accomplished?
 - Additional resources assigned
 - Change in school and/or curriculum
 - Change in marketing
 - What will program success look like?
 - More students participating
 - More involvement by colleges and vocational schools

Agenda

- Overview of current program
 - Objectives
 - Scope
 - Expectations
 - Participants
- Status of program
 - # of participants
 - # of hires
 - Retention rate
 - Diversity makeup
- Program issues
 - Discussion from each stakeholder on what are the concerns
 - Does the program meet current expectations? If not, what's missing?
- What needs to be done to improve the program?
 - Is the program meeting expectations
 - Clarify or redefine the expectations
 - Identify short term goals
 - What changes need to be made?
 - Tie into themes
 - Recruitment – are we targeting the right groups?
 - Training – do we have the instructors and classrooms?
 - Resources – do we have the right people/groups overseeing the program?
 - Curriculum – are we teaching the right courses? Do they provide the students with the training needed for the internships?

- How will you measure the changes?
 - What performance measures need to be in place to assess progress
 - How will the data be captured and reported on
 - Who has responsibility for reporting on progress
- Next Steps
 - Review the short term goals
 - Define action steps to achieve the goals along with timeframes
 - Assign responsibility to each of the goals
 - Schedule regular update meetings to review progress