

Sample **DIVERSITY** Strategy Meeting Structure

1. Confirm and, if necessary, align team understanding of vision *and the place diversity holds within the vision.*
2. Confirm and document the goals associated with achievement of the vision *which includes diversity.*
3. Develop measurable outcomes related to those *diversity* achievements. What does success look like? What's different as a result of these achievements? How can someone inside (or outside) the organization tell? What are you experiencing more of or less of?
4. Determine milestones and deadlines for those *diversity* achievements and outcomes.
5. Determine when progress against *diversity* outcomes will start to be measured and how. (Note: If the vision is to be achieved within 5 years, develop milestones for progress at the 6mo, 1yr and 2.5yr marks for instance.)
6. Explore “what if” scenarios and confirm consequences of exceeding, meeting or missing expectations regarding progress *toward the vision for diversity.*
7. Revisit goals if leadership team is unable or unwilling to commit to the *diversity* goals or outcomes.
8. Conclude with review and agreement on content and timing of communication to workforce regarding result of meeting.