

## **Sample Strategy Meeting Structure**

1. Confirm and, if necessary, align team understanding of vision.
2. Confirm and document the specific goals associated with achievement of vision.
3. Develop measurable outcomes related to those 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 achievements and outcomes.
5. Determine when progress against 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.
7. Revisit goals if leadership team is unable or unwilling to commit to the goals or outcomes.
8. Conclude with review and agreement on content and timing of communication to workforce regarding result of meeting.