

# Strategy Session Template

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A two-day sample agenda for your leadership team



## Day 1: Collaborate for Change

9am	<b>Welcome</b>	Brief team connection exercise to encourage personal sharing.
9.30am	<b>Strategy recap</b>	Hand out hard copy strategy documents as a reminder of your big picture outcomes. Keep on hand as a reminder.
9.45am	<b>Celebration</b>	Share successes from the last eight weeks, clapping and cheering for each win.
10.30am	<b>Morning tea</b>	30 minute break. Please provide proper coffee.
11.00am	<b>Debug</b>	Consider major failures, interrogate systematic causes and agree to implement a fix, effective immediately.
12.30pm	<b>Lunch</b>	1 hour break. Get outside and move your limbs.
1.30pm	<b>Workshop pt1</b>	Seek suggestions about a shared major project to tackle together. Break into pairs or small groups to generate ideas.
2.45pm	<b>Afternoon tea</b>	30 minute break. Sugar compulsory.
3.15pm	<b>Workshop pt2</b>	Share the ideas from pt1 with the group in a series of presentations
4.30pm	<b>Close</b>	Wrap up the day.

## Day 2: Plan for Action

9am	<b>Welcome</b>	Recap yesterday's progress.
9.15am	<b>Priorities</b>	List the key actions and initiatives that were developed yesterday. Agree criteria for prioritization.
9.45am	<b>Tasks</b>	Prioritise key tasks ruthlessly, mourning and acknowledging the good ideas that don't make the cut.
10.30am	<b>Morning tea</b>	30 minute break. Please provide proper coffee.
11.00am	<b>Time and money</b>	Set achievable targets and deadlines for the next eight weeks, with clearly defined roles and responsibilities. Agree on trade-offs about other projects or spending.
12.30pm	<b>Lunch</b>	1 hour break. Get outside and move your limbs.
1.30pm	<b>Premortem</b>	Consider all the things that might go wrong over the next eight weeks and agree how you'll prepare, respond and repair.
2.45pm	<b>Afternoon tea</b>	30 minute break. Sugar compulsory.
3.15pm	<b>Implementation</b>	Get to work scheduling, spending, communicating and putting things into motion.
4.30pm	<b>Close</b>	Wrap up the day.