

# SAMPLE FORUM AGENDA

| Plan | Actual  |
|------|---|
| :00  | <p><b>Arrive</b></p> <ul style="list-style-type: none"> <li>» Welcome</li> <li>» Electronics turned off and put away</li> <li>» Confidentiality</li> <li>» 1-5 Minute meditation</li> </ul> <p><b>Check-In</b></p> <ul style="list-style-type: none"> <li>» One-word</li> <li>» Clearing round</li> </ul> |
| :10  | <p><b>Communication Starter</b><br/>(Optional inclusion &amp; self disclosure exercise)</p>   |
| :20  | <p><b>5% Reflections</b></p> <ul style="list-style-type: none"> <li>» FULLY prepared before meeting</li> <li>» 3-5 minutes per member</li> <li>» Parking Lot Discussion</li> </ul>  |
| 1:20 | <p><b>BREAK – 10 Min.</b></p>   |
| 1:30 | <p><b>Deep Dive #1</b></p> <ul style="list-style-type: none"> <li>» 50 min. prepared</li> <li>» WHY topic</li> <li>» Coaching in advance</li> </ul>   |
| 2:20 | <p><b>BREAK – 10 Min.</b></p>   |
| 2:30 | <p><b>Deep Dive #2</b></p> <ul style="list-style-type: none"> <li>» 40 min impromptu</li> <li>» WHY topic</li> <li>» Could be open coaching</li> </ul>  |
| 3:10 | <p><b>Alternate Format</b></p> <ul style="list-style-type: none"> <li>» Topical discussion, subject matter expert, connection exercise, other</li> <li>» HOW topic</li> </ul>   |
| 3:40 | <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>» Future meetings, retreat planning, membership</li> <li>» Debrief meeting – Stop:Start:Continue</li> </ul>   |

## 5% Reflections - Monthly

- » The monthly 5% Reflection segment is an opportunity for members to share their most significant moments and impact over the past month in their business, personal and family life
- » Come to your Forum meeting having prepared your 5% Reflection and given thought to what you intend to share

## Deep Dive

- » The Deep Dive is the section of the meeting when a member shares where they feel stuck or seek clarity on an opportunity or issue. This is a group learning activity where members share experiences and learn from each other on the given topic

## DEEP DIVE AGENDA

| What                                   | Who                      | Scheduled Coaching | Open Coaching      |
|--|--------------------------|--------------------|--------------------|
| One word open, confidentiality         | Moderator                | Less than 1 minute | Less than 1 minute |
| Coach's intro<br>Communication starter | Coach/All                | 5 minutes          | –                  |
| Deep Dive (no interruptions)           | Member                   | 10 minutes         | 15 minutes         |
| Optional questions                     | All                      | 5 minutes          | –                  |
| Silent reflection                      | All                      | 3 minutes          | 3 minutes          |
| Reminder: listen for own value         | Moderator                | Less than 1 minute | Less than 1 minute |
| Experience-sharing                     | All                      | 3-5 minutes each   | About 25 minutes   |
| Individual take-home value             | All, with presenter last | 5 minutes          | 5 minutes          |
| One-word close                         | All                      | 2 minutes          | 2 minutes          |