

SETTING A VISION MEETING AGENDA

PRE-WORK

(THREE TO FIVE WEEKS OUT)

- Identify stakeholders.
- Choose a date.
- Determine the meeting space.
- Send the meeting request with an overview of the meeting's purpose.

(TWO WEEKS OUT)

- Send pre-readings: If you've completed your needs assessment and have the data to share, distribute the data before the meeting. If you have other research or data that would be useful for people to review before the meeting, share that as well.

(THREE DAYS BEFORE)

- Send a meeting reminder.
- Gather supplies (pens, name tags, sticky notes, flip chart paper, etc.).
- Copy materials (relevant data, guiding questions, etc.).
- Create slides (program goals/mission, key partners, guiding questions, etc.).

FACILITATION SUGGESTIONS

If you have the space and can have people work in small groups or in pairs to answer the questions, everyone's voice will be heard. Large group discussions sometimes drown out quieter participants.

If you can hang sticky notes on the wall, consider pre-writing some questions and having people move in pairs to spend three minutes at each question. Then, pairs should rotate to another sticky note. Pairs should check an already-written idea that they also had, or they add a new idea. They can write Q next to something they have questions about. Spend up to five minutes per sticky note discussing.

If you can share the facilitator role with a partner, this is a good way to feature them, their role, and commitment to the work. Fully prepare them in advance by informing them of their topic, the desired outcome (update, input, or decision), how much time they have, and suggestions for how to facilitate that section.

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MEETING OVERVIEW: SETTING A VISION MEETING

MEETING LOCATION:					
MEETING DATE:			STARTING AND ENDING TIME:		
MEETING OBJECTIVES					
<ol style="list-style-type: none"> 1. To elicit feedback from key stakeholders in shaping a digital learning vision that is in support of our program mission/vision 2. Review process and progress to date 3. Create a draft of a digital learning vision 4. Other: _____ 					
TASKS AND TOPICS	LEAD FACILITATOR	TIME	UPDATE/ INFORMATION SHARING	DISCUSSION/ INPUT GATHERING	DECISION/ ACTION ITEM
<p>Welcome and Get to Know Everyone</p> <ul style="list-style-type: none"> • Everyone is invited to share their name, role, organization and favorite technology they use (for example, microwave, cell phone, bluetooth headset, etc.). • Provide an overview of the purpose of the meeting and what you want to achieve. 					
<p>Defining Digital Learning</p> <ul style="list-style-type: none"> • Provide the definitions of technology and digital learning on chart paper. See Get Started with Technology module for help. 					
<p>Program Goals</p> <ul style="list-style-type: none"> • Share/review program goals with a PowerPoint presentation, handouts, etc.). • Why do we want to integrate digital learning into our program? • What type of technology or digital learning experiences would support us in reaching our program goals? • What barriers might be in our way? What can we do to remove the barriers? 					

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MEETING OVERVIEW: SETTING A VISION MEETING *continued...*

TASKS AND TOPICS	LEAD FACILITATOR	TIME	UPDATE/ INFORMATION SHARING	DISCUSSION/ INPUT GATHERING	DECISION/ ACTION ITEM
<p>Be Intentional About Positive Youth Development</p> <ul style="list-style-type: none"> • What opportunities are we creating to deepen our positive youth development approach (building relationships, setting high expectations for youth, and creating opportunities)? 					
<p>Gauging Success</p> <ul style="list-style-type: none"> • Turn to a partner and list at least two ways we will know whether our vision has been successful. • Whose voice/perspective is missing? (Generate a list and suggestions for engaging them.) 					
<p>Commitment to Next Steps</p> <ul style="list-style-type: none"> • Plan for the next step. • Set a date. • Assign homework. 					
<p>Closing</p> <ul style="list-style-type: none"> • Everyone says one thing they learned, one thing they are taking away, or acknowledge one person from today. 					

SETTING A VISION: STAKEHOLDER/PARTNER CONVENING DISCUSSION GUIDE

Directions: Use the following grid to capture key ideas that arise during your stakeholder meeting.

QUESTIONS	NOTES
What are our program goals?	
Why do we want to integrate digital learning into our program?	
What types of technology or digital learning experiences would support us in reaching our program goals?	
What barriers do we need to remove, and who can help us remove them?	
What supports/equipment might we need to fully integrate a digital learning plan into our work?	
What opportunities are we creating to deepen our positive youth development approach (build relationships, set high expectations for youth, and create opportunities?)	
How will we know if our vision is successful?	
Whose voice is missing from this conversation? Who else should we have on our team to help us create the vision?	