

# Strategy Session Template

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A two-day sample agenda for your leadership team



## Day 1: Collaborate for Change

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



## Day 2: Plan for Action

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

