Planning Team - Session 2
Internal Coordinator Working Agenda
Celebrate the Change That’s Coming

Lead-in  Running powerpoint with music

8:00 AM  Re-engage with group - choral read of mission, objectives, tactics
Welcoming comments by the principal
Review norms and Strategic Planning process  30 min.

Task 1:  Intro to presentations: Listen and ask clarifying questions; introduce decisions to be made

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<th>3 Tactics</th>
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<td>8:30 - 9:00</td>
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3 or 4 Tactics: Approximately 2 hours
30 minutes per presentation
15 minutes to present
15 minutes to answer clarifying questions

Task 2:  Review decisions to be made regarding action plans.
Have IC go over the groups and their tactic to examine
Split into groups and make a recommendation for each plan (record on chart)  30-45 min

Lunch  Lunch will be delivered to your room. Take time and enjoy  30-45 min

Task 3:  Reconvene as large group. Start with one tactic and get small group recommendation, recommendation, ask for comments or dialogue from larger group.
IC records decision/rationale in 'official' binder.  90 min- 2 hrs.

Task 4:  Group needs to finalize the plan's language
Read Mission - 'Is there any thing we want to change?' discuss in pairs; decide
Repeat with Objectives
Repeat with Tactics  IC will record  45 min - 1 hr

Task 5:  Group needs to recommend implementation schedule
Indiv.-list the plans which should be implemented in 2010-11 by Tactic
Triads - discuss and agree by Tactic
Whole group - make list and refine  IC will record  10 min.
10 min.
20 min.

Close  Revisit planning process and discuss the next steps in broad terms
Thank the PT for their hard work and connect to their mission
Turn back to principal for closing remarks, reminders of date for celebration, etc.  15 min.

End by 4:30

Revised 5/4/10