



WORKSHOP AGENDA TEMPLATES

The FFT Workshop is designed to be flexible for your team's availability. It can be conducted in a full-day in person, 2 half day sessions, or 2-hour sessions over 5 days. It is possible to host a remote workshop, though the preparation will be more time consuming.

IN-PERSON AGENDA: 1 FULL DAY

SESSION	TIME	OBJECTIVE
1	Welcome and Icebreaker	30 min
	Introductory Exercises	60 min
2	SOAR Part 1 - Strengths and Opportunities	90 min
	Tea/Coffee	15 min
	Gallery Walk	45 min
3	CLA Reflection	15 min
	Lunch Break	45 min
	Plenary Energizer	15 min
4	SOAR Part 2 - Aspirations and Results	45 min
	Collective Picture	60 min
5	Tea/Coffee	10 min
	Action Planning	80 min
7	Wrap-up	30 min

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PREPARE

IMPLEMENT

FOLLOW-THROUGH

IN-PERSON AGENDA: 2 HALF-DAYS

DAY 1 SESSIONS		TIME	OBJECTIVE
1	Welcome and Icebreaker	30 min	Set tone and establish expectations for the day.
	Introductory Exercises	60 min	Get a temperature check on how people think the program is doing for each of the 6 CLA components identified, and collectively recognize the internal and external factors and forces that have influenced the program's.
2	SOAR Part 1 - Strengths and Opportunities	90 min	Identify strengths and opportunities from a review of your program/sector's performance and quality, using and highlighting evidence.
	Tea/Coffee	15 min	
	Gallery Walk	45 min	Strengths and Opportunities are further refined through Q&A and added insights from other group members.
3	CLA Reflection	15 min	Apply CLA concepts to program performance and see connections between <i>what we do</i> and <i>how we do it</i> .
	Closing	15 min	Summarize the day, take feedback, and prepare for day two.

DAY 2 SESSIONS		TIME	OBJECTIVE
4	Welcome back and refresh	15 min	Reminder of where we left off and remaining steps
	SOAR Part 2 - Aspirations and Results	45 min	Participants identify, discuss and prioritize their Aspirations for the program's future, and the tangible Results that their achievement will lead to.
5	Collective Picture	60 min	Consolidate what participants have learned so far by drawing connections across groups and clarifying Lessons Learned.
	Tea/Coffee	15 min	
6	Action Planning	80 min	Begin to identify clear next steps for an Action Plan for achieving Aspirations.
7	Wrap-up	30 min	Summarize the day, explain next steps, and share key takeaways with one another.

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VIRTUAL OR EXTENDED IN-PERSON AGENDA: COMPLETED OVER 5 DAYS

Schedule approximately 2 hours for each session

- 10 min - Start sessions with review of the agenda and introduction to any technology/accommodations
- 90 min - Daily session topic (see below)
- 10 min - Incorporate a break
- 10 min - Closing debrief: key takeaways, what worked/what didn't, address technical challenges

VIRTUAL SESSIONS		OBJECTIVE
DAY 1	Introductory Exercises	Get a temperature check on how people think the program is doing for each of the 8 CLA components identified, and collectively recognize the internal and external factors and forces that have influenced the program over time.
DAY 2	SOAR Part 1 - Strengths and Opportunities	Identify strengths and opportunities from a review of your program/sector's performance and quality, using and highlighting evidence. Gallery Walk available afterward.
DAY 3	SOAR Part 1 and CLA Reflections	Reflect on the previous day's work and consider CLA concepts and how they are connected to both <i>what we do</i> and <i>how we do it</i> .
DAY 4	SOAR Part 2 - Aspirations and Results, and Collective Planning	Participants identify, discuss and prioritize their Aspirations for the program's future, and the tangible Results that their achievement will lead to. Participants then consolidate what they have learned so far by drawing connections across groups and clarifying Lessons Learned.
DAY 5	Action Planning and Wrap-up	Begin to identify clear next steps for an Action Plan for achieving Aspirations. Summarize the day, explain next steps, and share key takeaways with one another.