

Impactful Agenda Design Toolkit

Objective: This toolkit is aimed at enhancing your skills in designing and implementing effective meeting agendas. By engaging with this exercise, you'll learn how to set clear objectives, engage participants, and ensure your meetings contribute meaningfully to your organisation's goals.

Instructions:

1. Identify the Meeting's Objective:

- Choose a forthcoming meeting you will either lead or participate in.
- Clearly define the primary objective of this meeting. What outcome do you wish to achieve?

1. Design Your Agenda:

- **Agenda Item Identification:** List the topics that need to be covered to achieve the meeting's objective. Ensure each item is necessary and relevant.
- **Time Allocation:** Assign a realistic time frame to each agenda item, considering the importance and complexity of the discussion required.
- **Participant Roles:** For each agenda item, identify the key participants who will lead the discussion or provide essential input.

3. Enhancing Engagement:

- **Interactive Elements:** Plan at least one interactive element for the meeting, such as a brainstorming session, a quick poll, or a breakout discussion. This is crucial for participant engagement and idea generation.
- **Preparation Tasks:** For critical agenda items, assign pre-meeting tasks to relevant participants. This could involve reviewing documents, preparing a short presentation, or thinking about solutions to a problem.

4. Feedback Mechanism:

- **Design a quick feedback form** to distribute at the end of the meeting. Include questions on the effectiveness of the agenda, participant engagement, and areas for improvement.

Reflection and Adaptation: After the meeting, use the feedback collected to reflect on the effectiveness of your agenda design. Identify what worked well and areas where adjustments could enhance future meeting outcomes.