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| Meeting Agenda |

This agenda is an example of how you might structure a strategic planning meeting. The activities and times are a guide only and should be adjusted to suit your organisation’s needs.

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| **Activity** | **Duration** |
| Welcome and introductions | 10 mins |
| What is strategic planning and why do it? | 5 mins |
| Where is the organisation at?  What are your organisation’s strengths, weaknesses, opportunities and threats?  (This information can be collected beforehand from conducting a SWOT analysis or pre-planning survey) | 30 mins |
| Vision/mission statement  What is the purpose of the organisation?  What is the desired future of your organisation? | 30 mins |
| Break |  |
| Value statements  What are your organisation’s core values?  How do you do things within your organisation? | 20 mins |
| Strategic priorities  What are the main focus areas for your organisation?  (Examples include: participation, sport development, administration, promotions and marketing, finance, facilities and infrastructure).  Prioritise these by ranking them from most important to least important for your organisation. | 30 mins |
| Break |  |
| Key objectives  What are the key objectives for each priority?  These are specific statements detailing what will be accomplished in relation to each priority. | 30 mins |
| Session summary and close | 5 mins |