

## **AGENDA TEMPLATE**

The use of an agenda template is a structure to embed Leadership Beliefs 1 and 6 into the routine of meetings protocol. It will help ensure that decisions are consistent with our mission and goals and that structures and systems that result from our decisions are aligned with our mission and goals.

The Goals Template is a standard form (either hard copy or electronic) that lists the goals topics from the campus improvement plan on the front of the page and the full goals statements on the back. As the agenda is being developed, items must be aligned with our major goals or be listed under “Other” at the end of agenda. There are several advantages of this process:

- It highlights our vision and mission.
- It keeps our goals visible to all teams.
- It demonstrates that our goals are priorities.
- It maintains the focus of all members on the “main things.”
- It requires members who want to add an agenda item to think of that issue within the context of our goals.

A thorough description of the use of the Goals Template can be found beginning on page 78 of *Enhancing Goal Focus*, and a sample template is provided in Appendix 9 of that publication. This agenda/goals format as outlined on the following page can be used for faculty, department, or team leader meetings.

**ANY SCHOOL, USA  
DATE**

**Vision and Mission Statements**

**Goal # 1 (Goal Topic)**

**a.**

**b.**

**Goal # 2 (Goal Topic)**

**a.**

**b.**

**Goal # 3 (Goal Topic)**

**a.**

**b.**

**Goal # 4 (Goal Topic)**

**a.**

**b.**

**Goal # 5 (Goal Topic)**

**a.**

**b.**

**Other**