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**Sample Forum Meeting Agenda**

**:00 – Arrival**

* Welcome
* Turn off and put away electronics
* Confidentiality reminder
* 1 minute meditation

**Check-In**

* One-word check-in
* Clearing round

**:10 – Communication Starter *(Optional self-disclosure exercise)***

**:20 – 5% Reflections**

* Must be fully prepared before the meeting with your 5% Reflection and key takeaways
* A time for members to share their most impactful moments from the past month in business, personal, and family life.
* 3-5 minutes per member
* Parking Lot Discussion

**1:20 – Break (10 minutes)**

**1:30 – Deep Dive #1 *(50-minute prepared session)***

* This segment allows a member to share where they feel stuck or need clarity on an opportunity or issue
* A group learning experience where members offer insights and support.
* Coaching in advance of meeting

**Deep Dive Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **Scheduled Coaching** | **Open Coaching** |
| One-word open & confidentiality | Moderator | <1 min | <1 min |
| Coach’s intro & communication starter | Coach/All | 5 min | — |
| Deep Dive (no interruptions) | Member | 10 min | 15 min |
| Optional questions | All | 5 min | — |
| Silent reflection | All | 3 min | 3 min |
| Reminder: listen for own value | Moderator | <1 min | <1 min |
| Experience-sharing | All | 3-5 min each | ~25 min |
| Individual take-home value | All, presenter last | 5 min | 5 min |
| One-word close | All | 2 min | 2 min |

**2:20 – Break (10 minutes)**

**2:30 – Deep Dive #2 *(40-minute impromptu session)***

**3:10 – Alternate Format**

* Can include:
	+ Topical discussion
	+ Subject matter expert
	+ Connection exercise

**3:40 – Housekeeping**

* Future meetings and retreat planning
* Membership updates
* Meeting debriefs using ‘Stop, Start, Continue’