

## 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:
  - o Topical discussion
  - o Subject matter expert
  - o Connection exercise

# 3:40 - Housekeeping

- Future meetings and retreat planning
- Membership updates
- Meeting debriefs using 'Stop, Start, Continue'