

LWG Meeting Session Design Form

Plan your meeting before you walk in - for the facilitator's eyes only

Meeting / Session Name

Date

Location

Facilitator

Note-Taker

Who Will Attend

Approx. Number of Participants

What do you want to accomplish at this meeting?

What will success look like at the end of this meeting?

Potential challenges or difficult situations to watch for? *People, topics, or dynamics to be aware of before you walk in*

How will decisions be made?

If consensus can't be reached, what's the fallback?

Session Design

Pre-filled with the standard LWG one-hour agenda. Adjust activities and techniques to fit your group.

Time	Duration	Activity / What You'll Do	Technique	Expected Outcome
0–5 min	5 min	Welcome & Introductions <i>Greet attendees, set ground rules, share the meeting objective</i>	<i>Go-around</i>	Everyone knows who's in the room and why
5–15 min	10 min	Review of Last Meeting Action Items <i>What did we commit to? What happened?</i>	<i>Go-around</i>	Accountability, progress noted
15–30 min	15 min	District Project Updates <i>Progress, barriers, next steps</i>	<i>Open share / Think-Pair-Share</i>	Group knows where each district stands
30–40 min	10 min	Barriers & Support Needed <i>What's in the way? How can the group help?</i>	<i>Open discussion</i>	Barriers surfaced, group offers solutions

40–45 min	5 min	Partner & Resource Updates <i>New partners, programs, deadlines worth sharing</i>	<i>Open share</i>	Group informed of relevant resources
45–55 min	10 min	Open Discussion <i>What's happening locally that the group should know?</i>	<i>Open / Think-Pair-Share</i>	Local intelligence shared
55–58 min	3 min	Next Steps & Action Items <i>Who is committing to what before next meeting?</i>	<i>Go-around by district and partners</i>	Every person leaves with a named commitment
58–60 min	2 min	Next Meeting Date & Location <i>Confirm before anyone leaves</i>		Date confirmed, everyone knows

Ground Rules for This Meeting

Suggest a few and let the group agree on them. Write them on a flip chart and post visibly.

- | | |
|---|--|
| <input type="checkbox"/> All ideas are valid | <input type="checkbox"/> Focus on issues, not people |
| <input type="checkbox"/> One person talking at a time | <input type="checkbox"/> Be part of the solution |
| <input type="checkbox"/> Respect each other | <input type="checkbox"/> Be concise |
| <input type="checkbox"/> No side conversations | <input type="checkbox"/> Have fun! |

This form is for the facilitator only - it's your planning tool, not a handout.