



Strategic Planning Workshop Agenda

Date: Saturday, August 28, 2021 - 8am to 4pm

Location: Hilton Garden Inn, Arvada

Workshop Objective: Begin a strategic planning process including identifying three to five high-level, long-term strategic priorities and measurable objectives.

Activity	Time	Person Leading	Resources
Introductions and Warmup - Mission / Vision Connection - Meeting objectives - Norm setting	8:00 - 8:20am	Jen	
Strategic Planning Overview	8:20 - 9:10am	Jen	Slide deck Samples
SWOT Analysis - Individual - Data review - Group Work	9:10 - 10:10am	Jen and All	SWOT Template
Break - 10:10 - 10:25am			
Synthesis - Identification of themes - Development of strategic priorities	10:25 - 11:45am	Jen and All	Strategic Plan Template
Lunch - 11:45 - 12:30pm			
Development of Measurable, Strategic Objectives - Group work - Share out	12:30 - 1:30pm	Jen and All	Strategic Plan Template
Drafting of Annual Benchmarks - Group work - Share out	1:30 - 2:30pm	Jen and All	Strategic Plan Template
Break - 2:30 - 2:45pm			
Wrap-Up and Next Steps	2:45 - 3:00pm	Jen	
Policy Review	3:00 - 4:00pm	Stephanie / Jen	

