

Sample Agenda of Workshops

Building a Better NOC - BLDG Workshop Agenda

Topic: How to make residence halls more appealing, fun and livable?

Workshop for student input

Tonkawa - December 1, 2021, 3:00-3:55

Strategic Goals:

1. **Student Quality of Life**
2. Recruitment/Retention/Graduation
3. Employee Quality of Life and Professional Development
4. Increased Revenue Streams

- 3:00 Provide background information on the topic and explain ground rules on the workshop.
- Ground rules
 - Workshops start on time, and stay on schedule of agenda.
 - Be positive, solution-based.
 - Give everyone an opportunity to participate. Don't dominate a topic.
 - Don't make it personal. Don't identify people in your concerns.
 - Employees will mainly listen. Unless providing information.
 - Notes will be kept of the meeting.
- 3:10 Identify issues to address:
- Use Post-it notes to identify individual issues.
 - Participants group into similar issues. Try to limit to 4 or 5 if possible.
 - Group similar issues on separate flip charts.
 - Facilitator summarize activity.
- 3:25 Brainstorm solutions:
- Divide the participants among the flip charts.
 - Give 2 minutes for each group to write possible solutions on each flip chart.
 - Rotate to each flip chart. Read and add your groups ideas.
 - Facilitator summarize activity.
- 3:35 Prioritize and categorize:
- Prioritize the issues with colored dots.
 - Green your high priority
 - Yellow medium priority
 - Red third priority
 - Categorize solutions by expected cost of the solution/idea.
 - Groups estimate the cost to implement the ideas.
 - Facilitator summarize activity.
- 3:50 Facilitator summarize the workshop and explain next steps.
- 3:55 Adjourn the workshop.