

Sample Workshop Agenda

The following agenda follows the Creative Initiatives Process and places the workshop tasks in the desired order. A copy of the proposed workshop agenda must be submitted to the Grant Administrator prior to the CIF Associate reviewing the agenda with the organisation's representative.

DAY ONE

- 9:00 Welcome presentations
- 9:30 Overview of the Creative Initiatives Process
- 10:00 Workshop expectations
- 10:15 Overview of the data collection process
- 10:30 Presentation and discussion of the data
- Noon Lunch
- 1:00 Presentation and discussion of the data (continued)
- 2:00 Consensus on Current State
- 3:00 Visioning exercise
- 4:00 Team reports
- 4:30 Day 1 Wrap up

DAY TWO

- 9:00 Review of the Current State
- 9:30 Review of the Vision of a Better World
- 10:00 Formulating the Desired State
- 11:00 Team reports
- Noon Lunch
- 1:00 Identifying the gaps
- 1:30 Ranking the importance of the gaps
- 2:30 Brainstorming creative initiatives to close the gaps
- 3:30 Team reports
- 4:00 Next steps discussion
- 4:40 Wrap up
- 4:50 Workshop evaluation