**Appendix N**

**Focus Group Offsite, TAB 1: Offsite Agenda**

**DAY ONE**

8 a.m.-9 a.m. Registration

9 a.m.-9:15 a.m. CEO opening remarks

Introductions

9:15 a.m.-11:15 What is strategic planning?

Survey results

Guiding Principles Questionnaire results

Environmental scan

11:15 a.m.-11:30 a.m. Break

11:30 a.m.-12:30 p.m. Mission, Vision, and Guiding Principles exercise

12:30 p.m.-1:30 p.m. Lunch

1:30 p.m.-3:30 p.m. SWOT Analysis exercise

Finalize Mission, Vision, and Guiding Principles

3:30 p.m.-3:45 p.m. Break

3:45 p.m.-4:15 p.m. Next-day Agenda

**DAY TWO**

9 a.m.-9:15 a.m. CEO opening remarks

Recap of day one activities

9:15 a.m.-10:15 a.m. Conduct Gap Analysis

10:15 a.m.-12:15 p.m. Develop Strategic Perspectives

Brainstorm Goals and Objectives

Prioritize Goals and Objectives

12:15 p.m.-1p.m. Lunch (or working lunch based on remaining time)

1 p.m.-3p.m. Finalize Goals and Objectives

Link Goals and Objectives to Strategic Perspectives

3 p.m.-4p.m. Outline next Strategic Planning Steps

4 p.m.-5 p.m. Debriefing and Closing Remarks