**Toolkit: Team Day Agenda**

# Activities WhO

Location: Private room or off site away from interruptions

Rules: No phones during sessions, open, honest discussion in confidence

1 Welcome, introductions, purpose of meeting & rules of engagement. Simon

2 Landscape and reason for change, (Where are we today). Simon

3 Vision for the future, (How do we want our customers to be). Principal

* Break

4 Values discussion, (How we treat each other & our patients). All

5 Strengths & opportunities discussion, (SWOT Analysis) All

6 Importance of a culture that embraces change Simon

* Lunch
* Walk and talk in pairs, (review where we are and share ideas)

7 Brainstorm ideas to achieve the Vision (Where can we go/Ideas) All

8 Next steps, (Goals, action plan, who does what, by when) Principal

Requires flipchart pad & pens, screen for powerpoint presentation, seating boardroom style.

Please let me know if I can help support your Leadership journey. I am available for email or calls and will be happy to set up an introductory consultation at a time to suit.

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