

Set Up for Regional Vision Planning Meeting

This template will guide the facilitator through the steps required to conduct the Regional Vision Planning Meeting. The desired outcome of the meeting is to develop an Action Plan for implementing the Career Zone services in the regions.

Preparation Step	Explanation
1. Review Regional Needs Assessment Deliverable and Results Tracking Matrix	Each member of the Career Zone Leadership Team should review and make notes on the information contained in the Regional Needs Assessment Deliverable. Each member should prepare to the Regional Vision Planning Meeting with an familiarity with the general themes. In addition, they should be ready to propose new themes, recommendations, and action plan items.
2. Prepare for Region Vision Planning Meeting	The Facilitator should prepare the following posters and put them up around the room before the meeting: <ul style="list-style-type: none"> ❑ "Desired Outcomes" ❑ "Themes"- to brainstorm additional themes ❑ Names of each region- to brainstorm specific needs for each region ❑ "Action Plan"- should include a column for "What, Who, By When" ❑ Timeline- use post-it notes to place major milestones on timeline
3. Conduct Region Vision Planning Meeting	Refer to <i>Career Zone Regional Vision Planning Mtg.</i> agenda in this deliverable.
4. Communicate Decisions and Action Items	Facilitator should review desired outcomes. Send out summary of agreed action items and decisions made to Career Zone.
5. Execute Action Plan	Implement Action Plan. See <i>Career Zone Action Plan</i> .

Career Zone Regional Vision Planning Agenda

Desired Outcomes:

- ❑ A review of the regional presentation feedback
- ❑ A prioritized list of regional themes
- ❑ A completed Action Plan and Roll-out Timeline with major and assigned action items
- ❑ A list of topics needed to discuss with TDC to clarify our joint roles and responsibilities

Agenda:

What	How	Who
Roles Agenda	<ul style="list-style-type: none"> • Desired outcomes • Roles (Facilitator, Recorder) • Review/agree 	•
Regional Presentation Feedback	<ul style="list-style-type: none"> • Review overall feedback from regional presentations 	•
Regional Themes	<ul style="list-style-type: none"> • Review business analysis themes from <i>Regional Needs Assessment Deliverable</i> • Brainstorm additional regional themes • Clarify • Prioritize (N/3) • Agree 	•
Regional Needs Assessment	<ul style="list-style-type: none"> • Review results tracking matrix • Brainstorm needs by region • Clarify/ agree • Identify next steps and assign tasks 	•
Action Plan/ Roll Out Timeline	<ul style="list-style-type: none"> • Review preliminary Action Plan from <i>Regional Needs Assessment Deliverable</i> • Brainstorm additional action items • Determine major milestones and completion dates • Identify next steps and assign tasks 	•
TDC Roles & Responsibilities	<ul style="list-style-type: none"> • Brainstorm list of topics we need to discuss with TDC regarding our joint roles and responsibilities • Discuss possible dates to conduct working session with TDC 	•
Meeting Evaluation	<ul style="list-style-type: none"> • Review Desired Outcomes • +’s and –’s of this meeting’s structure 	•