**A close-up of a logo

Description automatically generated**

**I’m happy to share these editable agenda templates with you to use with your district and school teams. Two things to keep in mind as you craft agendas:**

1. The format of the agenda is less important than the thinking. You can choose to fill out the template, as written, or you can rearrange the table, or change from table to list, or even have two agendas – one with all the details for the facilitator, and one more high-level agenda for the team members. You can even keep your current agenda format if people are used to it, so long as you **incorporate the thinking behind the three-question agenda** as you plan: Be intentional about - Why you are meeting, What outcomes/deliverables you intend to leave with, and How you can engage your colleagues in meaningful learning. And then communicate these to your team.
2. On page 7 (Intentional Moves) I remind team leaders of the “paradox of intention”-

The sword of intentionality can be double-edged. Setting intention brings pur- pose and focus to what leaders do, but it can also cause tunnel vision in which leaders miss opportunities for learning that emerges from the group, or generate a rigidness that makes it difficult to adapt when the unpredictable happens. And herein lies the paradox: **As a team leader, how do you set intentions while also being open and flexible to that which you didn’t intend?**

For an example of my learning experience with this read the shaded story on page 237.

Thank you! If you have any questions reach out on social media @elisaBmacdonald, (Elisa MacDonald) or email [skillfulteamleader@gmail.com](mailto:skillfulteamleader@gmail.com)

**Skillful Team Leader Three-Question Agenda**

**(Version #1. Editable Template)**

|  |  |  |
| --- | --- | --- |
| **DATE:**  **TIME:**  **ROOM:** | **MEMBERS PRESENT**  **& MEETING ROLES** | **OUR GROUP AGREEMENTS:** |
| **BIG PICTURE CONNECTION:** | | |
| **PREPARATION/PRE-WORK:** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic**  (with time) | **WHY**  are we collaborating about this? | **WHAT**  do we intend to leave this conversation with? | **HOW**  will we collaborate about this? |
| Open & Connections (5m) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Close & Feedback |  |  |  |

**Skillful Team Leader Three-Question Agenda**

**(Version #2. Editable Template)**

|  |  |  |
| --- | --- | --- |
| **DATE:**  **TIME:**  **ROOM:** | **MEMBERS PRESENT & MEETING ROLES** | **OUR GROUP AGREEMENTS:** |
| **BIG PICTURE CONNECTION:** | | |
| **PREPARATION/PRE-WORK:** | | |
| **WHAT outcomes do we intend to leave this meeting with?** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Topic** | **WHY**  are we collaborating about this? | **HOW**  will we collaborate about this? |
|  | Open & Connections |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Close & Feedback |  |  |