# Training Cadre Kick-Off Meeting: Agenda

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

## [Meeting Name]

## [Meeting Date and Time]

## [Meeting Location]

### Group Norms

* [LIST AGREED-UPON NORMS]
* [LIST AGREED-UPON NORMS]

### Attendees

[INSERT NAMES OF ATTENDEES]

### Desired Outcomes

* [LIST DESIRED OUTCOMES]
* [LIST DESIRED OUTCOMES]

### Meeting Roles

Facilitator: [INSERT NAME]

Timekeeper: [INSERT NAME]

Recorder/Scribe: [INSERT NAME]

### Agenda

|  |  |  |
| --- | --- | --- |
| Time | Description | Allotment |
| [INSERT Time] | [INSERT AGENDA ITEM] | [INSERT TIME ALLOWED] |
| [INSERT Time] | [INSERT AGENDA ITEM] | [INSERT TIME ALLOWED] |
| [INSERT Time] | [INSERT AGENDA ITEM]   * [INSERT SUB-ITEM] * [INSERT SUB-ITEM] | [INSERT TIME ALLOWED] |
| [INSERT Time] | [INSERT AGENDA ITEM]   * [INSERT SUB-ITEM] * [INSERT SUB-ITEM] | [INSERT TIME ALLOWED] |
| [INSERT Time] | Adjourn | [INSERT Time] |