

Sample Meeting Agenda

Use this basic structure for your meetings and customize as needed, depending on your meeting format. (See follow page for a more detailed example)

Time	Topic	Handouts
	Introductions/Icebreaker (use this time for employers to get to know each other, make it fun and light)	
	Check In on Progress (Ask about homework they were assigned, progress toward their start up activities, such as leadership support, vision/mission statement/branding and communications plan, or goalsetting) (or share resources from the community on workplace wellness)	
	Topic for the Day	Use corresponding handouts found in “Employer Tools”
	Next Steps: (homework, next meeting date/time/location)	

Agenda Example

Agenda: June 16, 1:00 – 2:30 pm

1:00 – 1:05 pm	Welcome back and thank you for completing your organizational assessment Karen Nitzkorski
1:05 – 1:25 pm	Education on tobacco free initiatives, systems and environmental opportunities, E-cigarette information and enforcement language Jason McCoy, Positive Community Norms Grant Coordinator
1:25 – 1:30pm	Exercise and Gratitude break
1:30 – 1:50 pm	Any worksite wellness activities you want to share with us such as progress recruiting wellness committee or working on vision statement? Did what you learned today spark interest to move forward with tobacco goals? Any announcements about wellness events?
1:50 – 2:00 pm	Prediabetes self-test Vision Statements
2:00 – 2:20 pm	Goal Setting PPT presentation: Jason Bergstrand
2:20 – 2:30 pm	Prediabetes, self-test Vision Statements, due July 15 Next meeting: July 21 focusing on Breastfeeding Support

Next Steps

- 1) Complete vision statement, due July 15
- 2) Form a wellness committee (look for structure and expectations document to be emailed)
- 3) Put together an employee interest survey for distribution
- 4) Consider sharing the prediabetes self-test with employees