



This agenda serves as a guide for you as an Advisory Board Member, so that you are clear on your goal for your section of the meeting and are equipped with clearly designed messages. Section breaks have been provided between key roles, so that you can print your section separate of the entire agenda, if you choose.

8:00 **WELCOME** – Chapter President

Your goal is: to create alignment and a shared agreement for why we are here and how we will spend our time together today.

Chapter President starts the meeting with CTLF’s mission, the purpose of our Strategic Connections meeting today, and a personal message.

Opening Message (5 min)

Welcome & CTLF Mission

“Good morning. Welcome to the (Chapter Name) Chapter of Strategic Connections, a program of Colorado Thought Leaders Forum. By developing HEART-Level Leaders, CTLF’s mission is to help leaders create authentic, healthy, prosperous cultures for the 21st century. And our time together today should help us experience this kind of culture so that we can take it with us when we go.”

Intention for our meeting today

“For our time today in this Strategic Connections meeting, our intention is to develop deep relationships, grow our personal influence, and expand our circles of influence. To do this, I invite us all to be present, engaged, and ready to put our influence to work to help one another in a meaningful way.”

Personal Message

For your personal comments:

Choose one of CTLF’s values: Humble, Engaged, Authentic, Regenerative, Togetherness

Choose one of CTLF’s missional outcomes: Authentic culture, healthy culture, prosperous culture.

*“One way I’ve seen a need for **[INSERT OPTION]** these past few weeks is **[INSERT A STORY OR EXAMPLE]**.”*

*OR “One way I’ve noticed **[INSERT OPTION]** present in our chapter recently is **[INSERT STORY OR EXAMPLE]**.”*

“Let’s strengthen this value/outcome today.”



Member & Guest Introductions (10 min)

President leads the example with themselves and mentions that guests will go last. Name, company's primary product or service (or change it up and answer how long I've been in business, area of expertise I have that you may not know), finish the sentence.

"We will begin with introductions, and share our name, company name, and then finish the sentence. So that we can preserve time for some great conversation today, this is meant to be a one or two word response. I'll model this for you now. I'm (Name) with (Company). Our primary product or service is (Product or Service). Today I'm feeling ... (insert response)."

Choose someone to follow you, and invite each person who introduces themselves to choose the next person. Once all members have spoken, introduce any guests who are present. Invite guests to go last so they are more comfortable introducing themselves to the group.

Sample Finish the Sentence Questions:

- Today I am feeling...
- One thing I'm looking forward to is...
- I am celebrating...
- One thing I need right now is...
- I'm am focused on...
- I wish I had...
- I am grateful for...
- I am hopeful for...
- My intention for today is...

Gratitude & Recognition (5 min)

Your goal is to build a habit of gratitude and recognition in the chapter, so that every act of influence and service is acknowledged.

President opens the conversation to one of the most important elements of Strategic Connections – gratitude. Whatever we acknowledge and pay attention to tends to improve. It's so very important to say thank you to members who have helped and supported you. And let's focus here on impact rather than simply acknowledging the social connections and friendships that are present.

"Who would like to share the first thank you?"

TRANSITION:

"And now I would like to turn the meeting over to our Vice President, NAME."



8:20 MEMBER PRESENTATION (20 Min) – Vice President & Featured Member

Introduction (3 min)

Your goal is to elevate the member presenter in the eyes of the members by introducing them powerfully and succinctly.

Vice President begins the introduction of member presenter. Focus on a brief but potent introduction that elevates them and helps their peers understand their influence, expertise, and background.

“It is now my pleasure to introduce our Presenter for today, (Name) with (Company). (What do our peers need to know about them). Please welcome our esteemed colleague and consider valuable introductions you can make and resources you can share, as you hear (him/her) speak. If you have any questions, post them in the chat and we will get to them at the end of the presentation”

Member Presentation (10 min)

Your goal is also to prepare the member presenter to clearly communicate their why, expertise, or differentiator.

Instruct the member to choose one of the presentation formats to allow their peers to get to know them more deeply in one area. The goal is to know the member more deeply in one area, rather than broadly and on the surface in all areas.

Q&A (5 min)

Your goal is to build the expectation that members ask questions, make comments, and engage every time.

Vice President facilitates questions verbally and in the chat, and is prepared to ask a question to kick off member engagement in the presentation. **You will have time for 1-2 questions to be answered by the speaker.** Note any unanswered questions and ask the member presenter to respond to the remaining questions via chat or in a 1:1 after the meeting.

TRANSITION:

“And now I would like to turn the meeting over to our Opportunities Chair, NAME.”



8:40 **INFLUENCE IN ACTION – Opportunities Chair**

MEMBER FOCUS: Focusing first on the member who presented (5 min):

Your goal is to engage the group in supporting and serving the member presenter powerfully, while they are top of mind.

Target Requests

Opportunity Chair asks the member presenter to share 3-5 target requests, asking for specific help to support their growth.

Ideas & Opportunities

Opportunity Chair asks everyone to take a moment to share ideas and opportunities that may serve the member presenter both verbally and in the chat.

CHAPTER FOCUS: Then invite the chapter to share and help one another (5 min):

Your goal is to build a habit of members preparing target requests and actively thinking about and sharing ideas and opportunities that can help other members. These are all things that tend to happen in one-on-one meetings, and our intention is to carve out a few minutes to thoughtfully think about one another.

Target Requests

This portion of the meeting allows members to ask for specific help, separate from their member presentation. This is, after all, why we are here – to help expand one another's circle of influence to help us grow our business through relationships. This should not be a general inquiry for C-level executives, but rather a specific individual or company. *“Who needs help gaining access to a prospect, advancing a proposal, or gaining expertise and resources?”*

Ideas & Opportunities

- Who has an idea or opportunity you would like to share for an individual or the group?
- Is there anything notable happening or changing in your industry or the business community that may help other members?
- Have you heard about companies experiencing significant growth? (If you know what is driving that growth, please share that as well.)

NOTE: This is a shift from sharing general opportunities to sharing specific ideas and opportunities that may serve specific members in the group or the chapter as a whole.

TRANSITION:

“And now I would like to turn the meeting back to our President, NAME.”



- 8:50** Member Connection (30 min)
Your goal is to set the members up for an engaging, meaningful conversation that deepens community and leads to productivity.

Chapter President introduces the connection question and breaks the group up into pods of 3-4.

After the breakouts, bring the group back together and make a positive comment about what you experienced in your breakout group.

TRANSITION:

“And now I would like to invite our Community Chair to come a share our community focus for the next two weeks, before we close our meeting, NAME.”

- 9:20** Community Chair Focus
Your goal is to put intention and attention on the outside connections that make Strategic Connections valuable and successful, and to inspire the members in a specific way over the next 2 weeks.

Community Chair focuses the chapter on one of the core activities that create depth and community within the chapter.

- 1:1 Meetings
- Group activity or gathering
- Getting together in referral partner or industry pods
- Another fun way to know one another more deeply outside of regular meetings

TRANSITION:

“Back to you, (President) NAME.”



9:25 Closing Thoughts & Takeaways

Your goal is to draw attention to something that will send the members back out into their lives valuing what this program is, and desiring to be an engaged member.

Chapter President brings everyone back together and chooses a meeting close:

- Lead the members in a round of “Finish the Sentence” (choose one sentence; add second sentence if time):
 - My takeaway today is...
 - One thing I’m leaving with is...
 - One word that captures the value I received from our time today is...
- Share personal observations and takeaways from the meeting, putting attention on something that is strong in the chapter, focusing on:
 - Big Rocks: Community, Productivity
 - Pebbles: Participatory, Relevant
 - Sand: Fun, Inspiring
- Leave the group with an intention or focus before the next meeting that strengthens the group

“Thank you all for being present today. Before we adjourn, we will take turns finishing the sentence. The sentence is (my takeaway for today is, one word that describes my experience today)”.

Once everyone has shared, ***“Thank you. We will see you in two weeks!”***

9:30 Meeting Adjourns