**DEVELOPMENT CIRCLES KICKOFF AGENDA**

**Participant Goals:**

* To recognize the intent and fit of Development Circles into the overall purpose of the Directors Institute
* To co-create the specific goals, products, activities and resource needs to advance the work of each Development Circle and maintain alignment across each Circle
* To understand the objectives and plans for the Development Circles and my role in them

**9:00 – 9:15am Welcome & Opening Remarks**

Introductions and welcome. Review goals and purpose of the meeting.

**9:15 – 10:00am Setting the Frame**

Orientation to overall Development Circle process and timeline, general expectations and common messages. Review of process for Development Circle workgroup session.

**10:00 – 10:15am** *Transition time to pick-up Box Lunch & shift to break-out rooms*

**10:15 – 2:45pm Development Circle Workgroup Sessions**

Following agendas developed prior to the meeting, each Development Circle (DC) will work independently to accomplish the following tasks and be prepared to present highlights of their work to the whole group:

* Get acquainted with DC members, talents & interests
* Come together to begin co-creating the purpose, objectives and key areas of tool/resource development
* Set the pattern for ongoing DC meetings & communications

*Facilitators ensure time set aside in each DC session for working lunch.*

**2:45 – 3:00pm BREAK**

**3:00 – 4:15pm Aligning the Development Circles**

Whole group reconvenes to report back on Charter highlights from each DC with discussion on alignment, timing, and coordination with the Directors Institute.

**4:15 – 4:30pm Next Steps**

Confirm decisions, action items and next steps.