






End of Summer Program Reflection Staff-Based Debrief Meeting

Meeting Objectives to:

-  Celebrate the accomplishments of program
-  Generate solutions to common program challenges
-  Share programs best practices
-  Apply a strategic management model to turn data into action plans
-  Determine root causes of performance gaps and develop strategic responses

Meeting Outcomes:

- ❖ Participants have identified actions and ideas to improve their program in 2017

AGENDA (3-6 hours):

- I. Reflection (45-60 min)**
- II. Program Assessment (30-45 min)**
- III. Data Analysis (60-90min)**
- IV. (OPTIONAL) - Best Practice Fair (30-60min)**
- V. Quality Improvement Plan (30-90min)**
- VI. Closing & Appreciations (15-30 min)**