

# Sample Agenda

Time Block	Session Focus	6-Hour Intensive Format (Virtual or In-Person)
9:00 - 9:30 AM	<u>Welcome &amp; Goal-Setting</u>	Understanding key challenges, business priorities, and defining session objectives.
9:30 - 10:45 AM	<u>Audit &amp; Strategy Discussion</u>	Reviewing current workflows, pinpointing inefficiencies, and diagnosing bottlenecks
10:45 - 11:00 AM	<b><u>Break</u></b>	<b><u>Break</u></b>
11:00 - 12:15 PM	<u>Solution Mapping</u>	Developing tailored workflow strategies and a scalable framework.
12:15 - 1:00 PM	<u>Lunch Break (Offline Work)</u>	Reflection
1:00 - 2:15 PM	<u>Workflow Demonstration &amp; Implementation Plan</u>	Reviewing recommended workflow structures and best practices.
2:15 - 2:30 PM	<b><u>Break</u></b>	<b><u>Break</u></b>
2:30 - 3:30 PM	<u>Q&amp;A &amp; Next Steps</u>	Finalizing action items, reviewing deliverables, and addressing implementation questions.
3:30 - 4:00 PM	<u>Wrap-Up &amp; Optional Support Discussion</u>	Next steps for adoption, training, and further consulting.