# Typical plan (agenda) for a one-day strategy session

**1. Welcome and Rules Setting (10:00 AM - 10:30 AM)**

* Welcome participants;
* Present an overview of the current situation or challenge;
* Share the purpose and desired outcomes of the strategy session;
* Set rules.

**2. ARA Analysis (10:30 AM - 11:30 AM)**

* Identify the (A)achievements, (R)resources, and (A)advantages of our company;
* Encourage participants to share their perspectives and insights.

**3. Break (11:30 AM - 11:45 AM)**

**4. Strategy Development (11:45 AM - 1:00 PM)**

* Break into smaller groups or work as a whole to brainstorm potential strategies and tactics;
* Encourage creative thinking and open dialogue;
* Set a timeframe of how “far” do you plan your future for.

**5. Lunch (1:00 PM - 2:00 PM)**

* Enjoy a meal together and use the time for informal discussions and networking.

**6. Strategy Refinement and Prioritization (2:00 PM - 3:30 PM)**

* Review the brainstormed strategies and refine them as needed;
* Prioritize strategies based on impact, feasibility, and resources required.

**7. Break (3:30 PM - 3:45 PM)**

**8. Action Planning and Goal Setting (3:45 PM - 5:30 PM)**

* Develop detailed plans for the prioritized strategies, including tasks, responsibilities, and timelines;
* Establish clear, specific, and measurable goals for the project or initiative;
* Discuss the timeline and resources needed to achieve the goals.

**9. Break (5:30 PM - 5:45 PM)**

**10. Commitment and Accountability (5:45 PM - 6:00 PM)**

* Review action plans and confirm participants' commitment to their assigned responsibilities;
* Establish methods for tracking progress, measuring success, and ensuring accountability.

**11. Defining Obstacles (6:00 PM - 6:30 PM)**

* Analyze potential challenges and solutions;
* Discuss the timeline and resources needed to achieve the goals.

**12. Wrap-up and Next Steps (6:30 PM - 7:00 PM)**

* Recap the day's discussions and outcomes;
* Identify next steps, such as follow-up meetings or progress reports;
* Thank participants for their contributions and close the session.