

SUPERVISOR TRAINING

Sample Meeting Agenda

(Keep in mind the purpose of the meeting and who will be attending this meeting when defining topics to be discussed.)

1. Welcome and introductions, if needed.
2. Review of agenda-ask for items to be added.
3. Open with positive comments about an individual supported, setting, stakeholder, etc.
4. Topic to be discussed.
 - a. (there can be more than one item in this section)
List issues related to the topic.
 - b. (there can be more than one item in this section)

(Possible topic examples:

- a. *Staff Meeting: Revised Employee Manual; review of training compliance*
- b. *Homes for the Aged: Anticipated transitions, anticipated admissions*
- c. *Behavioral Health Setting: Review of an Individual's Plan of Service*

5. Next Item to be discussed.
 - a. List issues related to the topic.
 - b. (there can be more than one item in this section)
6. Next Item to be discussed.
 - a. List issues related to the topic.
 - b. (there can be more than one item in this section)
7. Next steps and who will be doing what
8. Next meeting
9. Thank everyone for attending.



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