Shared Agenda Template

Use the following template and notes to develop a Shared Agenda for your meetings.

ABLe change
Simple rules. Small wins. Big changes.

Team/Committee Name
Date

Welcome

> **Facilitator Notes:** *Refer to your Shared Vision visual and say something like:*
>
> *Over the past [# months/years] we have worked with regional, cross-sector partners to identify shared outcomes for improving health equity in our region [refer to outcomes in visual] and a series of systems change goals needed to promote these outcomes (show goal areas on visual). Our [committee/team] is focused on a subset of these systems change goals, and is working to understand local conditions getting in the way of these goals, design strategies to address these conditions, implement and support action, and learn for continuous improvement.*

System Check-In

- What's worked this past month to improve *[insert a systems change goal]*? Why did it work? How can we spread this to other relevant settings?

- What's gotten in the way this past month of improving *[insert a systems change goal]*? Why is this happening? What can we do about it?

> **Facilitator notes:** *Ask one or both of these questions around <u>one</u> Systems Change Goal area per meeting. Incorporate problem-solving process and actions into future agenda items.*

Work on Systems Change Action Plan

Systems Change Goals	Our Focus Strategies	Agenda
Add in goals the community has prioritized related to their Shared Vision or system scanning process.	*Add in relevant strategies group is working on from Shared Vision.*	*Add relevant agenda items to help team problem solve and move to action. See examples on page 2-3.*

Add more rows as necessary