

Innovation Meeting/Event Worksheet

TIME	AGENDA ITEM	APPROACH/TOOL	FACILITATOR
	<ul style="list-style-type: none"> ■ Opening/Set-Up <ul style="list-style-type: none"> - Kick-off - Introductions - Ground rules and parking lot 		
	<ul style="list-style-type: none"> ■ Define Opportunities <ul style="list-style-type: none"> - Review/define process - Identify problems/barriers - Identify root cause 		
	<ul style="list-style-type: none"> ■ Generate Ideas <ul style="list-style-type: none"> - Prime for creativity - Brainstorm potential solutions - Assess potential solutions - Decide and build consensus 		
	<ul style="list-style-type: none"> ■ Develop and Test <ul style="list-style-type: none"> - Create prototype or pilot - Test and evaluation 		
	<ul style="list-style-type: none"> ■ Action Plans <ul style="list-style-type: none"> - Decompose and plan - Actions/accountability/next steps 		