**Creating a Vision Statement Template**

# Purpose

Use this template to record ideas for the creation of a vision statement.

# Standard agenda for working sessions

**Welcome,** introductions and working agreements (10 mins)

**General information** – vision statements (15 mins)

* Definition
* Purpose
* Characteristics of great vision statements
* Examples
* The process for developing a vision statement

**Employees answer the questions** noted below (30 mins)

**Closing and next steps** (5 mins)

# Instructions

1. Schedule two to four one-hour working sessions depending on the size of the organization and invite all employees to participate. The suggested number of attendees for each work session is 20 people.
2. Share this template with employees at least three days prior to each working session.
3. During the working sessions ask employees to respond to these questions using the [1-2-4-All Liberating Structure](https://www.liberatingstructures.com/1-1-2-4-all/).
4. Ask each small group of four to share their responses and document the ideas using this template.
5. **What outcomes do we want to achieve? What is the impact we want to have?**

Themes:

1. **What are our core organizational values?**

Themes:

1. **If we achieve all our strategic priorities, what would we look like 3-5 years from now?**

Themes:

**Creating a Mission Statement Template**

# Purpose

Use this template to record ideas for the creation of a mission statement.

# Standard agenda for working sessions

**Welcome,** introductions and working agreements (10 mins)

**General information** – mission statements (15 mins)

* Definition
* Purpose
* Characteristics of great mission statements
* Examples
* The process for developing a mission statement

Employees answer the questions noted below (30 mins)

Closing and next steps (5 mins)

# Instructions

1. Schedule two to four one-hour working sessions depending on the size of the organization and invite all employees to participate. The suggested number of attendees for each work session is 20 people.
2. Share this template with division employees at least three days prior to each working session.
3. During the working sessions ask employees to respond to these questions using the [1-2-4-All Liberating Structure](https://www.liberatingstructures.com/1-1-2-4-all/).
4. Ask each small group of four to report their responses and document the ideas shared using this template.

**1. Why do we exist? What are our primary business goals? What are the important things we do?**

Themes:

**2. What value are we bringing to our customers?**

Themes:

**3. Who are our customers? How do we know what our customers need from us? What do our customers say is important?**

Themes:

**Creating Values Statements Template**

Purpose

Use this template to record ideas for the creation of values statements.

# Standard agenda for working sessions

**Welcome,** introductions and working agreements (10 mins)

**General information** – values statements (15 mins)

* Definition
* Purpose
* Characteristics of great values statements
* Examples
* The process for developing values statements

Employees answer the questions noted below (30 mins)

Closing and next steps (5 mins)

# Instructions

1. Schedule two to four one-hour working sessions depending on the size of the organization and invite all employees to participate. The suggested number of attendees for each work session is 20 people.
2. Share draft organization values and this template with employees at least three days prior to each working session.
3. During the working sessions ask employees to respond to these questions using the [1-2-4-All Liberating Structure](https://www.liberatingstructures.com/1-1-2-4-all/).
4. Ask each small group of four to report their responses and document the ideas shared using this template.

**1. What’s missing that’s integral to our work?**

Themes:

**2. What is important in (*insert organization name*) that is not already listed?**

Themes:

1. **What’s important to those we serve?**

Themes:

**4. What’s important to you as an individual?**

Themes:

**5. What’s unique about working in (*insert organization name*)?**

Themes:

**Creating Strategic Priorities Template**

# Purpose

Use this template to record ideas for the creation of strategic priorities.

# Standard agenda for working sessions

**Welcome,** introductions and working agreements (10 mins)

**General information** – strategic priorities (15 mins) Definition

* Purpose
* Characteristics of strategic priorities
* Best practices for setting strategic priorities
* Examples
* The process for developing strategic priorities

**Employees answer the questions** noted below (30 mins)

**Closing and next steps** (5 mins)

# Instructions

1. Schedule two to four one-hour working sessions depending on the size of the organization and invite all employees to participate. The suggested number of attendees for each work session is 20 people.
2. Share draft strategic priorities and this template with employees at least three days prior to each working session.
3. During the working sessions ask employees to respond to these questions using the [1-2-4-All Liberating Structure](https://www.liberatingstructures.com/1-1-2-4-all/).
4. Ask each small group of four to share their responses and document the ideas using this template.

**1. Which draft priorities resonate with you? Why?**

Themes:

**2. What’s missing from these draft priorities?**

Themes:

**3. What are our most pressing priorities?**

Themes:

**4. How do we know these are our most pressing priorities?**

Themes:

**5. How do we know these are our customers’ most pressing priorities?**

Themes:

**7. How do we know if we’re successful in supporting our customers and their priorities?**

Themes: