



**Scoping session agenda (typical)**

*This is a half hour session where we collect information on your objectives & expectations and where we agree the scope of the delivery with you/your team(s).*

Agenda items		Details	Who?
1. Introduction and welcome			Both
2. Purpose of session(s)		<ul style="list-style-type: none"> <li>• <i>What are the challenges you want to address?</i></li> <li>• <i>Who would this be aimed at?</i></li> <li>• <i>What are the expected outcomes?</i></li> </ul>	Organisation
3. Agree the activities & Content		<i>This will be a high-level schedule- we will aim to deliver a full schedule within 24 hours of this meeting</i>	A&N Team
4. Timings		<ul style="list-style-type: none"> <li>• <i>Date</i></li> <li>• <i>Times</i></li> <li>• <i>Expected numbers</i></li> </ul>	Organisation
5. Fees		<i>Discuss the pricing framework and the value to be achieved through the program.</i>	A&N Team /Organisation
6. Next steps		<i>Agree next steps and actions</i>	A&N Team /Organisation
7. AOB			

**End**