

Example Chapter Officer Leadership Training Plan

Chapter Officer Leadership Training Agenda

Date: _____

- 8:00 a.m. Arrive at Ag Department and pack vans.
- 8:30 a.m. Drive to grocery store for shopping challenge.
- 8:30-9:00 a.m. Grocery Shopping Challenge
- 9:30-11:30 a.m. Drive to retreat location.
- 11:30- 12:30 p.m. Lunch
- 12:30 p.m. Check-in
- 1:00 p.m. Icebreaker and Goal Setting
- 2:00 p.m. Personality Test
- 3:00 p.m. Chapter Mission Statement and SWOT Analysis
- 5:00 p.m. Dinner Prep
- 6:00 p.m. Dinner
- 6:30 p.m. Get to Know Your Fellow Officers/Orientation to Handbook
- 7:00 p.m. Who are you as a leader? What are the requirements of my office?
Officer Contract
- 8:00 p.m. Free Time (ice cream sundaes, games and campfire)
- 10:30 p.m. Reflections
- 11:00 p.m. Lights Out

Date: _____

- 7:00 a.m. Rise and Shine
- 7:15 a.m. Breakfast Prep
- 7:30 a.m. Breakfast
- 8:00 a.m. Breakfast Cleanup
- 8:30 a.m. POA Planning
- 10:30 a.m. Etiquette, Thank You Letters, etc.
- 11:30 a.m. Lunch Prep
- 12:00 p.m. Lunch
- 12:30 p.m. Team-Building Activity
- 1:30 p.m. POA Planning
- 2:30 p.m. Free Time to Use the Park, Swim, etc.

4:30 p.m.	Dinner Prep
5:30 p.m.	Dinner
6:00 p.m.	Dinner Cleanup
6:30 p.m.	Facilitation Tips and Tricks
7:30 p.m.	Calendar Work: What events would you like to change? Add? Delete?
9:30 p.m.	Opening and Closing Ceremonies
10:30 p.m.	Reflections
11:00 p.m.	Lights Out

Date: _____

7:00 a.m.	Rise and Shine
7:15 a.m.	Breakfast Prep
7:30 a.m.	Breakfast
8:00 a.m.	POA Planning
9:00 a.m.	Committee Inclusion
10:30 a.m.	Pack Up, Clean House
11:00 a.m.	Team-Building Activity
12:00 p.m.	Lunch
1:00 p.m.	Putting It All Together
3:00 p.m.	Leave for Home
5:00 p.m.	Arrive at the Ag Department.