

Format : Online, via the web conferencing tool of your choice

Total duration: 45 minutes to 1 hour

### AGENDA

**Prepare your meeting agenda based on this model that can be tailored to your needs. Return it to us by email no later than two days before the meeting.**

- 5 minutes: “Arrival” of The A Effect Team, program participants and their managers and/or members from the human resources team
- 5-10 minutes: Introductory remarks from the program leader, senior executive and/or human resources manager
- 10-15 minutes: Program presentation by The A Effect Team (methodology, pillars and key moments) followed by a quick question and answer period
- 5 minutes: Testimonial from a program graduate (if possible)
- 5-10 minutes: Roundtable to get to know the cohort program participants
- 15-20 minutes (optional): Discussion period between participants, facilitated by the program leader or The A Effect graduate (if possible)

Here are a few suggested talking points:

- Why are you participating in The A Effect’s program?
- How do you define ambition?
- What do you hope to learn from this experience?