

Breakaway Business Planning Workshop

Day 1 Agenda

Start Time	End Time	Details
8.20	10.30	Introductions (coffee & tea provided) The essence of Breakaway About you Business Life Cycle Your Firm of the Future
10.30	10.50	MORNING BREAK
10.50	12.50	Introduction to the Breakaway One Page Business Plan Culture: Values, Beliefs and Behaviours Your Purpose
12.50	1.35	LUNCH BREAK
1.35	3.00	Your Objectives and what you will look like Brand Promise Key Strategies
3.00	3.15	AFTERNOON BREAK
3.15	5.00	Capabilities Core Competencies SWOT Analysis BHAG – Thinking BIG
6.00	-	GROUP DINNER

Times are indicative only and may vary on the day

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Day 2 Agenda

Start Time	End Time	Details
8.30	10.20	Discussion from 1 st Day – <i>Questions and reflections from Day 1</i> Connecting your personal goals to business goals Your Niche and Your Specialty KPIs and Knowing Your Numbers
10.20	10.35	MORNING BREAK
10.35	12.30	Key Priorities 12 Month Operational plan 90 Day Action Plan Who is responsible – Champions to make it happen Implementation – <i>Now, Soon, Always</i>
12.30	1.15	LUNCH BREAK
1.15	3.00	Meeting Structure Themes, rewards and celebrations Tracking projects Revisit your Objectives from the start of yesterday Feedback Forms & What was most useful? Close – Group and Individual Firm Photos