

Shared Governance

VANDERBILT  UNIVERSITY
MEDICAL CENTER

How to Write Desired Outcomes for an Agenda

A facilitative leader spends as much time preparing for a meeting as they spend in the meeting itself. The centerpiece of the meeting-planning process is the agenda. An agenda is a road map outlining meeting topics, how they will be addressed, by whom, and when. (*Interaction Associates, Inc.*)

A Desired Outcome is what your meeting aims to achieve, or the expected results. A desired outcome answers the question: "What will we walk out of the meeting with?". They are brief, written statements that are specific and measurable. A desired outcome is written from the perspective of the participant and is a noun, not a verb. (*Interaction Associates, Inc.*)

Creating desired outcomes for your meeting helps to focus the group and set expectations before the meeting starts. It also helps to break down the steps in a decision making process in order to obtain consensus on each specific outcome.

There are two types of Outcomes:

1. Products:

- Lists
- Plans
- Decisions
- Agreements

2. Knowledge

- Awareness of... so that...
- Understanding of... so that...

**Please note that completing the "so that" statement directs the participants on how the knowledge will be used and tells them why this knowledge is important*

Examples:

By the end of this meeting we want to have:

- A list of challenges.
- A decision and action plan on how to decrease turnover by 2%.
- An understanding of the revised work schedule so that we ensure full coverage on all shifts this week.
- Agreement on next steps.