

## Sample Agenda for an ERG Leadership Summit

This example agenda can be used to plan a summit/retreat/ERG event to energize, educate and empower leaders of individual employee groups and their executive sponsors. The agenda aims to provide necessary operational knowledge, sustained motivation, valuable recognition and purposeful belonging. Use the agenda template to map out your own full, half-day or multi-day event - or contact ELA to help plan and deliver one for you!

Day 1		
<b>Group Leaders (all day) &amp; Executive Sponsors (half day only)</b>		
<b>Welcome</b> – Introductions, Agenda & Training Objectives		10 mins
<b>Icebreaker</b> – Just Like Us Scavenger Hunt ( <i>see next page for directions!</i> )		30 mins
<b>Keynote:</b> <a href="#">“ERG Leaders are Superheroes- Brain Science Proves It”</a>		1 hour
<b>Break</b>		15 mins
<b>ERG Leaders</b> <b>ERG Blueprint Workshop:</b> Defining Your Group’s Purpose, Leadership Process & Roles	<b>Executive Sponsors</b> <b>Workshop:</b> <a href="#">How to be an Excellent Executive Sponsor</a>	1 hour
<b>Break</b>		5 mins
<b>ERG Leaders</b> <b>ERG Blueprint Workshop:</b> Recruiting & Onboarding Members, Leaders & Executive Sponsors	<b>Executive Sponsors</b>  <b>Workshop:</b> <a href="#">How to Coach Confidence</a>	1 hour
<b>Lunch:</b> ERG Leaders + Executive Sponsors ( <i>Sponsors leave after lunch</i> )		1 hour
<b>Workshop:</b> <a href="#">How to Coach Confidence</a>		1 hour
<b>ERG Blueprint Workshop:</b> Selecting Programming that Best Supports Your Members, Diversity & Business Objectives		1 hour
<b>Break</b>		15 mins
<b>Enabling Intersectionality:</b> <i>Building a joint programming calendar and other ways to support one another</i>		1 hour
Day 2		
ERG Leaders Only		
<b>Day 1 Debrief:</b> <i>questions, comments, major takeaways</i>		15 minutes
<b>ERG Blueprint Workshop:</b> Informing & Engaging All of Your Group’s Stakeholders		1 hour
<b>ERG Blueprint Workshop:</b> Collecting and Reporting Critical Group Metrics		1 hour
<b>Break</b>		15 minutes
<b>ERG Blueprint Workshop:</b> Ensuring Your Own & The Leadership Team’s Development		1 hour
<b>Independent time to finish Blueprints</b> ( <i>Can be used for ERG Leader Certification</i> )		1 hour
<b>Lunch</b>		1 hour

## Just Like Us Scavenger Hunt:

Directions: create a group with 3-4 other people that don't know one another. Discuss and identify a common answer to the following questions (15 mins):

- A city you all have visited other than Vegas
- A song you all love
- A food you all eat at least once every week
- A movie you have all watched
- The most unusual thing one of you collects
- The person who has the next birthday
- Someplace you'd all like to go someday
- Who is your group spokesperson?

Have each group spokesperson verbally share their group's answers at the end with the other participants. (1-2 minutes each group; total debrief time with transitions, 15 mins)