



TRAINING LEADERS CO.
Your People & Culture Partners

45-Minute Team Alignment Session

Purpose:

To align the team on the vision and key objectives for this season, ensuring clarity and collective commitment.

Agenda

1. Opening & Purpose (5 minutes)

- Team leader sets the stage:
 - Today, we're taking time to ensure we are all aligned on our vision and key priorities for this season.
 - By the end of this session, we should have a clear and shared understanding of where we are going and what matters most in *this* season.

2. Vision Reflection & Discussion (10 minutes)

- **Prompt:** In one sentence, how would you describe our team's vision in your own words?
- Team members share their thoughts (popcorn style or round-robin).
- **Discussion Questions:**
 - What stands out to you in our collective responses?
 - Is there anything we need to clarify about our vision?

3. Key Objectives Alignment (15 minutes)

- **Activity:** "Sticky Note Priorities" (or virtual equivalent)
 - Each team member writes down the **top three priorities** they believe the team should focus on this season.
 - Share and group similar themes together.
 - Discuss:
 - Are these aligned with our vision?
 - Are there any missing or conflicting priorities?
 - What will success look like in each of these areas?

4. Next Steps & Wrap-up (15 minutes)

- **Summarize key takeaways** from the discussion.
- Ask:
 - "Where should we start? What will immediately bring our vision and objectives to life?"
 - "How will we hold ourselves accountable?"
- **End with a commitment:** "Let's meet again in ____ (2 weeks, 4 weeks?) to determine how we're implementing the vision and priority activities we mentioned."