**Introductions**

* Review Goals of Workshop
* Icebreaker and/or Team-Building Exercises

**Group Development**

* Develop Communication Tools & Techniques
* Establish Expectations of Officers
* Vision/Mission of the Organization
  + Overall goals for upcoming administration

**Policies and Procedures**

* Review Organizational Policies and Procedures
  + By organization
  + By position
* Review Campus Policies and Procedures
  + By organization
  + By position

**Strategic Planning**

* Establish Organizational Goals and Objectives
* Establish Personal Goals and Objectives
* Calendar Planning
  + By position
  + By organization

**Closing**

* Establish Timeline/Deadline for Follow-up Meetings
* Evaluate Workshop