**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