

PLANNING CHECKLIST

No. of weeks in advance	ACTIONS
8–12	<input type="checkbox"/> Set up team to plan workshop and handle the details. <input type="checkbox"/> Schedule dates and reserve facilities. <input type="checkbox"/> Contract with outdoor challenge activity vendor (if any). <input type="checkbox"/> Identify participants. <input type="checkbox"/> Arrange for facilities, either on site or off site.
6–8	<input type="checkbox"/> Send introductory letter to participants. <input type="checkbox"/> Reserve audiovisual equipment. <input type="checkbox"/> Brief outdoor challenge initiative consultants on The Five Practices.
4–6	<input type="checkbox"/> Send pre-work package to participants. <input type="checkbox"/> Read <i>The Leadership Challenge</i> (3rd ed.). <input type="checkbox"/> Read Facilitator’s Guide and Participant Workbook.
2–4	<input type="checkbox"/> Arrange for meals and refreshments. <input type="checkbox"/> Arrange for room setup. <input type="checkbox"/> Send reminder letter to participants, if necessary. <input type="checkbox"/> Customize workshop scripts and agenda, as needed.
1–2	<input type="checkbox"/> Review pre-work assignments. <input type="checkbox"/> If using the paper-and-pencil version of the LPI (instead of the LPI Online), record LPI data for each participant using LPI Scoring Software. <input type="checkbox"/> Prepare slide with Group Norms of the Characteristics of an Admired Leader for the Model the Way module. <input type="checkbox"/> Prepare supplemental materials and visuals, as needed. <input type="checkbox"/> Organize supplies. <input type="checkbox"/> If necessary, ship materials and supplies to workshop site.
Last 2–3 days	<input type="checkbox"/> Print LPI Feedback Reports and prepare them for distribution at workshop. <input type="checkbox"/> Double-check equipment reservations, room setup, and food arrangements. <input type="checkbox"/> Make sure that anything you shipped has arrived.
1st day	<input type="checkbox"/> Arrive early to check room setup, make sure equipment is working, and arrange materials.