*[YEAR] Board of Trustees Strategic Planning Retreat*

**Breakout Group Discussions**

Date

**Breakout Group Format and Objectives**

We will conduct a 75 minute breakout group discussion session.

Four groups will each be assigned one or two critical strategic issues and questions to discuss. By the end of the 75 minute break-out discussion, each group should come back with:

* A proposed strategy statement for their assigned subject
* Key discussion points
* Pros & cons
* Decision factors

Each group will present their subject, discussion points and proposed strategy statement during the full-group discussion to follow.

**Breakout Group Assignments**

Each group will be comprised of a mix of four to six board and executive team members. One board member will be asked to serve as the group’s facilitator and spokesperson. One executive team member will act as the scribe for the group.

Group One

 Facilitator/spokesperson: (Should be a board member)

 Scribe: (Should be an executive)

Name

Name

Group Two

Facilitator/spokesperson: (Should be a board member)

 Scribe: (Should be an executive)

Name

Name

Group Three

Facilitator/spokesperson: (Should be a board member)

 Scribe: (Should be an executive)

Name

Name

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Day, Date

***Group 1***

*Facilitator/spokesperson: (Should be a board member):*

*Scribe:*

*Name*

*Name*

**Sample Questions: Strengthening Governance Orientation, Onboarding and Ongoing Education**

1. What do you believe are the most critical gaps in board knowledge today?
2. Is development of governance orientation, onboarding and education programs or program templates a role the health system can or should assume for all hospitals in the system? What might that look like (e.g. development of online or webinar modules, recommended board meeting education, etc.)?
3. What is the best way to ensure that board members at all levels of governance have the competencies and expertise necessary to successfully carry out their governance responsibilities?
4. What else should be considered or recommended in relation to this topic?

**Proposed Strategy Statement:**

**Key Discussion Points:**

**Pros & Cons:**

**Decision Factors:**

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Day, Date

***Group 2***

*Facilitator/spokesperson: (Should be a board member):*

*Scribe:*

*Name*

*Name*

**Sample Questions: Ensuring Correct Community Perceptions**

There are mixed perceptions of the hospital’s quality, patient safety and emergency room capacity in the community.

1. Are these perceptions an accurate reflection of the hospital’s true performance?
2. What should the hospital’s strategies be to strengthen its brand?
3. What role can and should the board have to support a positive brand image in the community? What actions can and should the board be taking? What resources are needed?
4. What else should be considered or recommended in relation to this topic?

**Proposed Strategy Statement:**

**Key Discussion Points:**

**Pros & Cons:**

**Decision Factors:**

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Breakout Group Discussions

Day, Date

***Group 3***

*Facilitator/spokesperson: (Should be a board member):*

*Scribe:*

*Name*

*Name*

**Sample Questions: Board Meeting Value**

Board members have observed that board meetings consist of too much reporting, too many presentations, and not enough discussion.

1. What information presented at board meetings is most valuable?
2. What information should the board be reviewing, but is not?
3. What information might be missing?
4. When you leave a board meeting, what would make you feel the meeting had been a valuable use of your time, that it was time well spent?
5. What discussions, deliberations and debates should be occurring in place of reporting?

**Proposed Strategy Statement:**

**Key Discussion Points:**

**Pros & Cons:**

**Decision Factors:**