# **3. Sample Agenda - NLG Start Up Meeting**

**Location, Date**

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| **TIME** | **TOPIC** | **FACILITATED BY** | **MATERIALS NEEDED** |
| 8:30 - 9:00 | ***Introductions*** | (NAME OF ORGANIZING ENTITY) | Name tags |
| 9:00 – 9:15 | ***Background and overview of the workforce mapping objectives*** | (NAME OF ORGANIZING ENTITY) | PowerPoint, projector |
| 9:15– 10:00 | ***Overview of workforce mapping framework and methodology*** | (NAME OF IMPLEMENTING ORGANIZATION / MAPPING TEAM) | PowerPoint,  Handouts:  Mapping process diagram,  NLG TOR |
| ***Roles and responsibilities of the NLG*** |
| 10:00 – 11:00 | ***Facilitated group discussion on definition of workforce*** | (NAME OF IMPLEMENTING ORGANIZATION / MAPPING TEAM) | PowerPoint,  Flip chart, markers |
| **Tea Break** | | | |
| 11:15 – 12:00 | ***Presentation on sampling frame, tools, data collection and analysis*** | (NAME OF IMPLEMENTING ORGANIZATION / MAPPING TEAM) | PowerPoint  Handouts:  Survey examples |
| ***Exercise to contextualize sampling, tools*** | Flip chart, markers |
| 12:00 – 12:30 | ***Roles and responsibilities for data collection*** | (NAME OF ORGANIZING ENTITY) |  |
| ***Development of timeline*** |
| 12:30 – 13:00 | ***Summary, review of commitments and next steps*** | (NAME OF ORGANIZING ENTITY) |  |