**“Inserting The Topic Card From**

**Your Super-Ultra-Successful**

**Compression Planning Session”**

Insert Date Here

Location

City, State

**Designed and Facilitated by:**

One Expert CP Facilitator

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Next Section…………………………….................................................. 15

**Participants**

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

First & Last Name

**Facilitators:**

First & Last Name

First & Last Name

**Compression Planning Design/Agenda**

**Topic:**

* Insert Topic Card here

**Background:**

1. Factual data #1
2. Factual data #2
3. Factual data #3
4. Etc.

**Overall Purpose:**

1. To
2. To.

**Purpose of this Session:**

1. To
2. To
3. To

**Non-Purpose of this Session:**

* To
* To

**Headers/Key Questions**

1. Ways to
2. How to
3. What
4. Ways to

**Key Session Deliverables**

**“Top Ideas”**

**“The XYZ Group met and determined these following ideas would best serve their stated purpose.”**

**Top Ideas:**

1. Top dotted idea which best fits the purposes of this session (8 dots)
2. Top dotted idea which best fits the purposes of this session (6 dots)
3. Top dotted idea which best fits the purposes of this session (5 dots)
4. Top dotted idea which best fits the purposes of this session (5 dots)
5. Top dotted idea which best fits the purposes of this session (4 dots)
6. Top dotted idea which best fits the purposes of this session (4 dots)
   * Supporting idea for this Top Idea (3 dots)
   * Supporting idea for this Top Idea (1 dot)
7. Top dotted idea which best fits the purposes of this session (4 dots)
8. Top dotted idea which best fits the purposes of this session (3 dots)

**Action Plans**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tasks** | **Who Will Do**  **It/ Deadline** | **Expected**  **Results** | **Update/**  **Status** |
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**Communication Plan**

**Specific Messages:**

1. Insert detailed message here
2. Insert detailed message here
3. Insert detailed message here
4. Insert detailed message here
5. Insert detailed message here
6. Insert detailed message here
7. Insert detailed message here
8. Insert detailed message here

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| --- | --- | --- | --- | --- |
| **Who Needs to Know** | **What They Need to Know** | **Who Will Tell them** | **How Will We Tell Them** | **Deadline** |
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**Remainder of Ideas Generated During Session**

**Bold your Header Question**

* Idea and then the number of dots in ( ) (6 dots)
* Idea (# of dots)
* Idea
* Idea
* Idea
* Idea

**Bold your Header Question**

* Idea and then the number of dots in ( ) (6 dots)
* Idea (# of dots)
* Idea
* Idea
* Idea
* Idea

**Bold your Header Question**

* Idea and then the number of dots in ( ) (6 dots)
* Idea (# of dots)
* Idea
* Idea
* Idea
* Idea

**Bold your Header Question**

* Idea and then the number of dots in ( ) (6 dots)
* Idea (# of dots)
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