

Re: FEI Change Workshop
 From: Peter Koen and Meeting Champion

Meeting Date: _____
 Place: _____

OBJECTIVE

For senior leaders to craft specific actionable goals which will guide significant changes in the business units' FEI. This will be done through a facilitated work session using the FEI survey as a lens to identify strengths and weakness. The most important changes will be identified at the end of the meeting along with who is responsible for them and when they will be accomplished.

AGENDA ITEM	ACTIVITY	START TIME	TIME	WHO IS RESPONSIBLE
Welcome	Welcome and Introductions (What do we want to accomplish?)	8:30am	30 min	Business Unit
FEI - Part I	Front End of Innovation - Part I (An overview of the front end of innovation, a model for explaining it, and knowledge of the best tools and techniques associated with the Engine and Teams)	9:00am	60 min	Peter
	<i>Bio Break</i>	<i>10:00am</i>	<i>15min</i>	
Break Outs	Attendees in teams to determine strengths and weaknesses and make recommendations relevant to the survey findings on the Engine and Teams.	10:15 am	60 min	Teams
Report Backs	Team Report Backs	11:15am	15 min	Teams
FEI - Part II	Front End of Innovation - Part II (Best tools and techniques associated with Incremental and Radical Innovation activities)	11:30am	60 min	Peter
	<i>Lunch</i>	<i>12:30 pm</i>	<i>60 min</i>	
Break Out	Attendees in teams determine strengths and weaknesses and make recommendations relevant to the survey findings on the Incremental and Radical Innovation activities	1:30pm	60 min	Teams
Report Backs	Team Report Backs	2:30pm	15 min	Teams
	<i>Bio Break</i>	<i>2:45pm</i>	<i>15min</i>	
Next Steps	What are our next steps? (1. Consensus of what we should start doing? 2. What is actionable? And 3. Who are the key stakeholders?)	3:00 pm	2 hrs	All attendees

Meeting will end at 5:00pm

One month prior to the meeting: FEI survey distributed to all attendees at least 1 month prior to the meeting using a survey monkey URL link. All of the attendees should take the survey. A benchmarking report will be provided at the meeting.

Pre-reading: Front End of Innovation Part I and Part II articles. Provided to all attendees prior to the meeting - but after the survey has been completed.