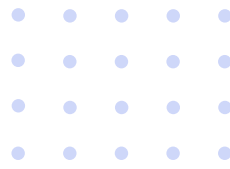


# SKO Planning Checklist

Print this checklist to track your progress and stay organized while planning your event.

<input type="checkbox"/>	<b>1. Identify &amp; Form Planning Committee</b>		
<input type="checkbox"/>	Inform and secure buy-in from executive leadership		
<input type="checkbox"/>	Explain plans to department leadership		
<input type="checkbox"/>	Convey feedback		
<input type="checkbox"/>	Draft, review, and tweak SKO plans and agendas		
<input type="checkbox"/>	<b>2. Consider Your Kickoff Audience</b>		
<input type="checkbox"/>	Sales	<input type="checkbox"/>	Professional services
<input type="checkbox"/>	Customer experience/ success	<input type="checkbox"/>	Implementation (or delivery)
<input type="checkbox"/>	<b>3. Set Objectives</b>		
<input type="checkbox"/>	Motivate the teams		
<input type="checkbox"/>	Celebrate success		
<input type="checkbox"/>	Conduct skills development		
<input type="checkbox"/>	Launch a new product or service		
<input type="checkbox"/>	Implementation (or delivery)		
<input type="checkbox"/>	<b>4. Define Expected Outcomes and Metrics</b>		
<input type="checkbox"/>	<b>5. Decide on Content Themes</b>		

# SKO Planning Checklist (cont.)



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<input type="checkbox"/>	<b>6. Focus on Logistics</b>		
<input type="checkbox"/>	Event time frame	<input type="checkbox"/>	Virtual-friendly presentations
<input type="checkbox"/>	Live vs. pre-recorded (if virtual)	<input type="checkbox"/>	Event monitors
<input type="checkbox"/>	Technology platform(s)	<input type="checkbox"/>	Q&A
<input type="checkbox"/>	Cameras required? (if virtual)	<input type="checkbox"/>	Recording a live event (if on-site)
<input type="checkbox"/>	<b>7. Plan Your Agenda include:</b>		
<input type="checkbox"/>	A reasonable timeframe	<input type="checkbox"/>	Peer-to-peer learning
<input type="checkbox"/>	Executive presence	<input type="checkbox"/>	Knowledge application
<input type="checkbox"/>	Clearly defined daily objectives	<input type="checkbox"/>	Celebration
<input type="checkbox"/>	Mix of speakers	<input type="checkbox"/>	Socialization
<input type="checkbox"/>	<b>8. Design and Deliver Pre-Work / Onsite Activities</b>		
<input type="checkbox"/>	<b>9. Review, Rehearse, Refine</b>		
<input type="checkbox"/>	Review		
<input type="checkbox"/>	Rehearse		
<input type="checkbox"/>	Refine		
<input type="checkbox"/>	<b>10. Learn from The Experience and Get Real-Time Feedback</b>		
<input type="checkbox"/>	<b>11. Keep the Momentum Going With Post-Work</b>		