Program Sample Agendas

The sample agendas serve as guides for developing your own program using the tools offered by Zero Tolerance. The agendas are intended to be a starting point rather than a prescription for how a Zero Tolerance program might run.

Sample Agenda 1

Zero Tolerance Presentation and Discussion of Two Scenarios (Running Time = 1:30)

1. Presentation on Zero Tolerance
   (PowerPoint slides and Panelist Commentary) (12:00 - 12:30)

2. Presentation of Scenario 1: ________________ (12:30 - 12:45)
   a. Read Scenario 1 (12:30-12:32)
   b. Talk about discussion questions.* (12:32 - 12:45)

3. Presentation of Scenario 2: ________________ (12:45-1:00)
   a. Read Scenario 2 (12:45-12:47)
   b. Talk about discussion questions. (12:47-1:00)

4. Panelist Discussion (1:00-1:27)

5. Close program (1:27-1:30)

* This can be done among small groups or the larger group, depending on the number in attendance.
Sample Agenda 2

Zero Tolerance Presentation and Discussion of Three Scenarios (Running Time = 2:00)

1. Presentation on Zero Tolerance
   (PowerPoint slides and Panelist Commentary) (12:00 - 12:30)

2. Presentation of Scenario 1: _________________ (12:30 - 12:47)
   a. Read Scenario 1 (12:30-12:32)
   b. Among small groups, talk about discussion questions. (12:32 - 12:47)

3. Presentation of Scenario 2: _________________ (12:47-1:02)
   a. Read Scenario 2 (12:47-12:50)
   b. Among small groups, talk about discussion questions. (12:50-1:02)

4. Presentation of Scenario 3: _________________ (1:02-1:17)
   a. Read Scenario 3 (1:02-1:05)
   b. Among small groups, talk about discussion questions. (1:05-1:17)

5. Report out on small group discussions to larger group; panelists weigh-in with their experiences, advice, discussion. (1:17-1:57)

6. Close program. (1:57 – 2:00)
Suggested Personalization:

- Substitute other scenarios into proposed agendas. See all the Zero Tolerance scenarios available on ambar.org/zerotolerance.
- Restructure the format by including a panel of employment lawyers or human resources professionals. For a list of potential speakers who have worked on Zero Tolerance, see the Zero Tolerance Speakers Bureau available on ambar.org/zerotolerance.
- Small Group discussions of Toolkit scenarios and recommended practices: roundtables of four to six people with each table taking a different scenario. The focus should be on the discussion questions presented with each scenario. At the end of the small group session, each table reports back to the group as a whole presenting the scenario and the key takeaways from their small group discussion. A reporter should be designated at each table to report to the larger group.

Leveraging Your Content – and Spreading the Word about Your Good Work:

- Appoint scribes charged with taking detailed notes of your program. Use the scribe’s notes to create a follow-up article to be published by the association or its member publication/periodical or to blog about the event. If such an article is produced, circulate it widely to participants, leaders of local law firms, and interested parties and post it on the association’s website, with appropriate metatags so that it is picked up by search engines and increases web traffic.

- Distribute news of the program and follow-up report or article in social media.

- Consider taping all or part of the program to create podcasts and post online.

We at the ABA Commission on Women in the Profession would appreciate receiving a copy of any such articles and a summary of your comments about the program. We are also happy to answer your questions and include your alternative agendas on our website. If you have questions or ideas about other ways to present the Zero Tolerance program, please email the ABA Commission on Women in the Profession at abacwp1@americanbar.org.