

Agenda

Smithtown, VA HQ On-Site 10/14 - 10/17

Confirm the exact time the CEO will speak on October 16

HQ Glassroom reserved for business meetings

	Day 1: Tuesday, 10/15 Smithtown HQ	Day 2: Wednesday, 10/16 Smithtown HQ	Day 3: Thursday, 10/17 Smithtown HQ
9:00-9:30	Gathering and Breakfast	Gathering and Breakfast	Gathering and Breakfast
9:30-10:00	Executive Team Kick-Off President 1.5 hours	Session 3: 2023 Priorities & KPI Discussion President 2.5 Hours	2024 Planning Salem 1 hour
10:00-10:30			Buffer
10:30-11:00			Recognition and On-Site Wrap-Up President 1 hour
11:00-11:30	Session 1: People Investment (2022 Review) Jana 1 hour		Buffer
11:30-12:00			
12:00-12:30	Lunch (Catered)	Lunch (Catered)	Lunch (Catered)
12:30-1:00			
1:00-1:30	Buffer	Buffer	See you next year!
1:30-2:00	Session 2: Business Transformation Adam or Salem 1.5 hours	People & Succession Planning (2023 Review) Jana 1.5 hours	
2:00-2:30			
2:30-3:00		Q & A session Mona 30 minutes	
3:00-3:30		Buffer	
3:30-4:00	Buffer	EOD Wrap-Up President 1 hour	
4:00-4:30	Recognition and EOD Wrap-Up President 1 hour		
4:30-5:00		Buffer	
5:00-8:00	All Should Come! Happy Hour - 5pm Hors D'oeuvres - 6pm (HQ Patio)	Executive Team Only Cocktails 5pm Dinner 6pm (TBD)	



Slide 2: Key Session Goals & Focus Areas

Session	Objective
Executive Team Kick-Off	Set the tone for the onsite, outline Q4 goals, and discuss expected outcomes for the meeting.
People Investment (2022 Review)	Review each department's people investment for 2022; execs share current numbers and growth goals.
Business Transformation Discussion	Explore transformation strategies for the company – how to align teams and innovate moving forward.
Guest Speaker (CEO)	Gain insight from the CEO on leadership, company vision, and strategic growth areas for 2024.
2023 Priorities & KPI Discussion	Establish key priorities and KPIs for 2023, setting measurable goals and actionable strategies.
Team Building & Recognition	Strengthen team cohesion through social events (happy hour, dinner), and recognize Sarita's Q3 contributions.



Slide 3: Follow-Up Questions for the President

- CEO Visit: Can we confirm the exact time the CEO will speak on October 16?
 - Should I reach out to their office for a final confirmation?
- Session Leadership: Should Adam or Salem lead the business transformation session?
 - Any specific focus areas they should cover?
- Dinner Location: Do you have a preferred venue for the executive dinner on the 16th, or should I make a recommendation?
- Recognition for Sarita: Would you prefer to recognize Sarita during the executive dinner, or would another time/place be better suited?
- Agenda for Q3 Wrap-Up & 2023 Priorities: Should we add specific topics to the KPI discussion (e.g., revenue targets, innovation goals)?
- Flight Details: Should we remind the executives to book their flights ASAP?
 - Should we coordinate any travel arrangements?

