

Information and consultation forum: agenda checklist

Time	Item	Chair
	Management outline Start with a 'state of the union' style outline from management about the current strategic situation, including the opportunity for questions.	
	Representative hot topics Representatives present hot topics they've collected from the workforce, along with other questions workers have for management.	
	Management hot topics Management have a chance to present their own hot topics as well, ask questions of the workforce, seek feedback on prospective decisions or conduct a temperature check on particular issues.	
	Updates Updates on ongoing changes and things discussed at previous meetings.	
	Workforce ideas An opportunity for workforce ideas to be put forward and developed.	
	Action points A summary of action points for both sides and a discussion of how the outcomes will be communicated to the workforce.	