

Digital Transformation Workshop

Agenda Sample

Time	Topic	Details
09:00 - 09:15	Welcome & Introductions	Overview, participant introductions, objectives
09:15 - 10:00	Understanding Digital Transformation	Trends, challenges, and opportunities
10:00 - 10:45	Digital Strategy Essentials	Vision, goals, and alignment with business strategy
10:45 - 11:00	Break	
11:00 - 12:00	Digital Capability Assessment	Current state review, SWOT analysis
12:00 - 13:00	Lunch Break	
13:00 - 14:00	Identifying Opportunities & Priorities	Brainstorming and prioritization exercise
14:00 - 15:00	Roadmap Development	Milestones, timelines, responsibilities
15:00 - 15:15	Break	
15:15 - 16:00	Change Management	Managing resistance, communication plans
16:00 - 16:30	Q&A & Next Steps	Open discussion and action items

Workshop Objectives

- Build a shared understanding of digital transformation
- Assess current digital maturity
- Identify key transformation opportunities
- Develop an actionable digital roadmap

Who Should Attend?

- Executive leadership
- IT leaders, digital leads
- Department heads
- Change management teams