

A MEETING CYCLE

DESIGN THE MEETING

1. Be clear who is design team
2. Objectives for the meeting
3. Design to facilitate participation
4. Go with energy/priority
5. Role Clarity - facilitator, will there be a focuser?
6. Space- will it work for this team?

CONDUCT THE MEETING

1. Use trained facilitator and team tools
2. Review objectives of meeting (incl. priorities, time agreements etc.)
3. "Warm up" activity
4. Priority Items (Something that requires team's work/participation, use of improvement process; is a strategic issue)
5. Information Exchange (optional, very brief)
6. Monitoring/Channeling "Testing" issues
7. Newsprint list of followup or next steps
8. Evaluate meeting (improvement process; meeting norms/ culture; do every few months, monitor, etc.)

ADVANCE WORK

Collect information to design the next meeting (e.g. have people carried out assignments, etc.)

DO IT !!
(Do the follow-up)