

DESIGNING A MEETING

1. The Design Team

Who are the people with meeting design skills and the responsibility for the task? Who will facilitate the meeting? These people might make up a design team. Who else has something to contribute to the meeting design? Get their input over the phone before the design team meets.

2. Has the necessary advance work been done?

Have those responsible for work that must be done before the meeting been contacted? If the advance work is not completed, consider canceling the meeting or design the meeting around different areas.

3. Make sure that the “right people” will be at the meeting

Check to be certain that the people with the needed information and authority to act will be present.

4. Objectives for the meeting

Be clear about the desired outcomes of the meeting. Do not just create an agenda that is a “laundry list” of items. State items in measurable ways -- you need to be able to say if you accomplished it by the end of the meeting.

5. Design to facilitate participation

Use group decision making processes, clear roles, subgroups, warm ups, etc.

6. Decide on roles

Who will facilitate the meeting? Will there be a focuser? -- expert, person with the “final say”, etc.

7. Logistical issues

See that the space is appropriate for the size of the team and the task. Arrange for meeting supplies - newsprint, tape, markers, etc. Will coffee or lunch be provided?

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MEETING DESIGN WORKSHEET

The design team puts this worksheet onto newsprint.

Items to Work on at the Meeting	Meeting Objectives +state the item in measurable, outcome language	Participation Method	Time	Other Notes

ROLES

Facilitator _____
 Focuser _____
 Other _____

MATERIALS

_ Newsprint _ Coffee _ Lunch (meal)
 _ Markers _ Pads of paper _
 _ Tape _ _

ADVANCE WORK

The Advance Work Needed	Who is Responsible?	Is He/She Ready?

PEOPLE AT THE MEETING

Names of People that Must Be at the Meeting for the Work to be Done	Is He/She Coming?	Follow Up Needed?

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