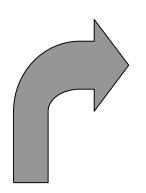
## A MEETING CYCLE



ADVANCE WORK

Collect information to

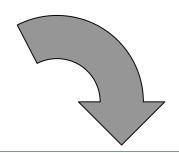
out assignments, etc.)

design the next meeting

(e.g. have people carried

## **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.)



## **DO IT!!**

(Do the follow-up)

