



MEETING DESIGN TEMPLATE

Welcome/Intro (SET UP)

- Welcome (**Leader**)
- Set context (**Facilitator**)
 - Why they are here
 - Why the attendees are there
 - Goals
 - Roles
 - Ground rules
 - Agenda

Check-in: get everyone in the room and present

Series of individual conversations

Conversation/Issue #1: _____

Conversation manager: _____

Purpose/Outcome (report, decision, discussion for input): _____

Strategy/Activity: _____

Decision and who makes the decision and how: _____

Time allotted: _____

Worse case scenario (WCS): _____

WCS Strategy: _____





Conversation/Issue #2: _____

Conversation manager: _____

Purpose/Outcome (report, decision, discussion for input): _____

Strategy/Activity: _____

Decision and who makes the decision and how: _____

Time allotted: _____

Worse case scenario (WCS): _____

WCS Strategy: _____

Conversation/Issue #3: _____

Conversation manager: _____

Purpose/Outcome (report, decision, discussion for input): _____

Strategy/Activity: _____

Decision and who makes the decision and how: _____

Time allotted: _____

Worse case scenario (WCS): _____

WCS Strategy: _____

Repeat conversation design until all conversations have been outlined.



Meeting Wrap up

Recap day/meeting
Review decisions
Develop next steps and accountabilities
Evaluation
Closing exercise

Meeting Tips:

- Take 10-15 min breaks every 2 hours
- Schedule a long lunch hour
- Give conversations more time than you think -- at least **double** what client thinks
- Build in reflection time for introverts
- Pay attention to physical layout
- Have a list of supplies and resources you need

WANT TO USE THIS TOOL IN YOUR E-ZINE OR WEB SITE? You can, as long as you include this complete blurb with it: PowerfulWork consultants Tom Kornbluh and Marcia Feola are authors of the forthcoming book ***Impact!*** and offer consulting, training and executive coaching to bring transformational meetings to organizations. If you're ready to put together your breakthrough leadership strategy and lead great meetings, get your FREE tips, templates, protocols and best practice resources now at <http://www.powerfulwork.com/impact>.

