

**What do we need to *get better at* to achieve the best results from our next important meeting, workshop or retreat?**



Click all boxes that apply.

1. ...specifying the outcomes we want to have accomplished by the end of the meeting.
2. ...clarifying what will and will not be discussed during the session.
3. ...identifying impediments to achieving the intended outcomes.
4. ...building an agenda to achieve the desired outcomes.
5. ...allocating adequate time and energy to action planning.
6. ...selecting a venue that promotes interaction and creativity.
7. ...selecting a venue that will work best for the particular meeting.
8. ...engaging a facilitator who is experienced in running similar meetings.
9. ...communicating the intended outcomes to all who will be attending.
10. ...briefing participants before the session takes place.
11. ...understanding participants' positions on important issues prior to the event.
12. ...promoting the value of the meeting to participants.
13. ...following up on decisions made at the meeting.
14. ...educating participants on how they can contribute to the success of the meeting.
15. ...educating participants on how everyone benefits from a successful meeting.
16. ...selecting whom we invite to attend and participate.
17. ...maintaining the interest of participants for the duration of the meeting.
18. ...including all participants in the conversation.
19. ...ensuring that the opinions of each participant are heard on each issue.
20. ...summarizing viewpoints and moving the group towards a consensus.
21. ...setting and enforcing the "rules of engagement" for the meeting.
22. ...dealing with disruptive behaviour more effectively.
23. ...harnessing the group's collective creativity.
24. ...making spontaneous – and thoughtful – changes to the agenda.
25. ...including activities to break up the heavy lifting and hold the group's attention.
26. ...documenting the results of the meeting.
27. ...operationalizing key tasks identified at the meeting.
28. ...building practical, time-bound action plans with assigned responsibilities.
29. ...establishing a follow-through for implementing action plans
30. Feel free to add anything that you feel would help ensure that the meeting achieves the outcomes you have specified.

**Now go back and identify the five items that will make the greatest difference to the success of your next meeting.**