

Meetings Worksheet

Purposeful meetings are a key part of our working, planning and making. Meeting patterns need to meet the team's needs to connect and catch up with each other, attend to what's arising, make decisions and plan action.

A good meeting should be purposeful and useful for all parties. Good preparation and key practices can create the conditions for this to happen.

Asking good questions

Exploring the abstract

Discovering the purpose, intention and motivation.

- What is the purpose...?
- What brings you here today?
- What is this an example of...?
- What are we/you attempting to achieve...?
- How does this serve you...?
- If it was to be bringing something positive what does it give you?

Exploring sideways

To new choices, possibilities and exceptions

- Who
 - What
 - Where
 - When
 - How
- } else...

What else have you tried?

When else does it happen?

How else could we think about this?

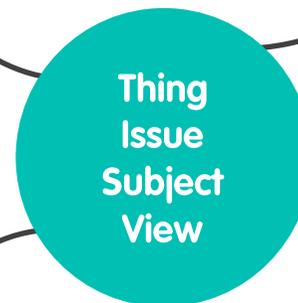
Who else could help?

Are there times where it doesn't happen?

Exploring the detail

Discovering specifics, examples and information

- Who
 - What
 - Where
 - When
 - How
- } Specifically



The Relevancy Challenge

- Mary can you help me, I am not sure how what you are saying helps us take things forward?
- John, I might be missing something, can you connect what you are talking about to what we agreed to focus on?
- Jane, I hear what you are saying, I just can't make the connection between X and Y, can you help me see it?

Softening the questions

- I'm curious...
- I am wondering...
- May I ask you...
- What if I was to ask you...
- Tell me more...
- Say a little more about...
- This might sound like a crazy question...

Organising questions

(help them prioritise)

- You have spoken about a number of things, which of those is the most important to you right now?
- We just have an hour or so together, there are going to be other opportunities, what is going to be most helpful for you to work on right now?

Orienting questions

(from past to present)

- When did you notice the change?
- What did you first notice?
- What was happening at that time?
- What have you already tried?
- What is it like right now, today?

Guiding Questions

(refocusing on what is ok)

- Where are things ok..?
- Is there a time where X doesn't happen now...?
- Can you take your attention there for a moment...?
- What do you notice that is different there?

Summary questions

- Can I check in with you that I have understood....?
- Can I ensure I have understood. Are you saying...?
- I am going to sum up what I think we've agreed, and I need you to tell me if I understand it correctly, okay?