


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

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

Now, please review the items you’ve chosen and ***select the five*** that will make the most difference to the success of your next meeting.