


**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.