

# Thinking Environment Workshop – Transforming Meetings

## THE AGENDA

The Chair confirms the Agenda and identifies the first item for discussion.

- Each item is in the form of a question that focuses on the desired outcome from discussion of that item

### ADDRESSING EACH AGENDA ITEM

#### PRESENTATION

- If there is a presentation, the Chair introduces the Presenter and reminds the Team to wait until the presentation has ended before asking questions or making comments.
- The Presenter says what question(s) the presentation will be answering and restates the discussion question the Team will be addressing in the first Round.

#### CLARIFICATION ROUND

- Going systematically around the Team, the Chair asks everyone for any clarifying questions of the Presenter. The Chair makes sure this Q&A does not turn into a discussion.

#### AGENDA ITEM QUESTION ROUND

- The Chair then asks the Agenda Item Question, going systematically around the Team, and only after everyone has had a turn does the Chair allow open discussion.

#### OPEN DISCUSSION

- The Chair sees to it that people are not interrupted when they are speaking.

#### ROUND

- The Chair asks the question the Team will be addressing in this Round.

DISCUSSION, ROUND... etc.

DECISION, ACTION, STEPS

## Example Agenda for a Transforming Meeting

**Welcome, appreciation and purpose of meeting** (establish attention, ease and equality)

**Opening Round question**, eg: what's gone well recently? \_\_\_\_\_

### First Agenda Item

- Agenda item question confirmed \_\_\_\_\_
- Presentation, if appropriate (no interruptions), followed by Clarification Round. \_\_\_\_\_
- Round on agenda item question \_\_\_\_\_
- Discussion (no interruptions) \_\_\_\_\_
- Round on refreshed question \_\_\_\_\_
- Discussion (no interruptions) \_\_\_\_\_
- Decision, action , next steps \_\_\_\_\_

### Next Agenda Item

- Same process as before \_\_\_\_\_

### Burning Issues Round

- Raising issues to be considered another time; capture any extra thoughts \_\_\_\_\_

### Closing Round

- Appreciation of meeting and then of colleagues. \_\_\_\_\_