



Collaborative tools, services and training

Meet smarter, not harder!

training events coming up

Brisbane

There are still places left for –
Group Facilitation Methods
8–9 September 2009
Contact: Gerard Keating
glkeating@edmundrice.org

Working with Value Systems
30 September–1 October 2009
Contact: Elaine Richmond
emr@iinet.net.au

Group Facilitation Methods
9–10 February 2010
Contact: Elaine Richmond
emr@iinet.net.au

Strategic Thinking & Planning
20–21 April 2010
Contact: David Jago
david@smartmeetings.com.au

Understanding & Leading Change
15–16 June 2010
Contact: Elaine Richmond
emr@iinet.net.au

Canberra

Embracing Diversity, Uncertainty & Change
15–16 June + 24–25 August 2009
Contact: Mark Butz
mark.butz@bigpond.com

Melbourne

Being a Facilitative Leader
27–28 October 2009
Contact: Sue Gregory
spgregory5@optusnet.com.au

please pass this on

If you found this newsletter helpful, please pass it on to someone who may be interested.



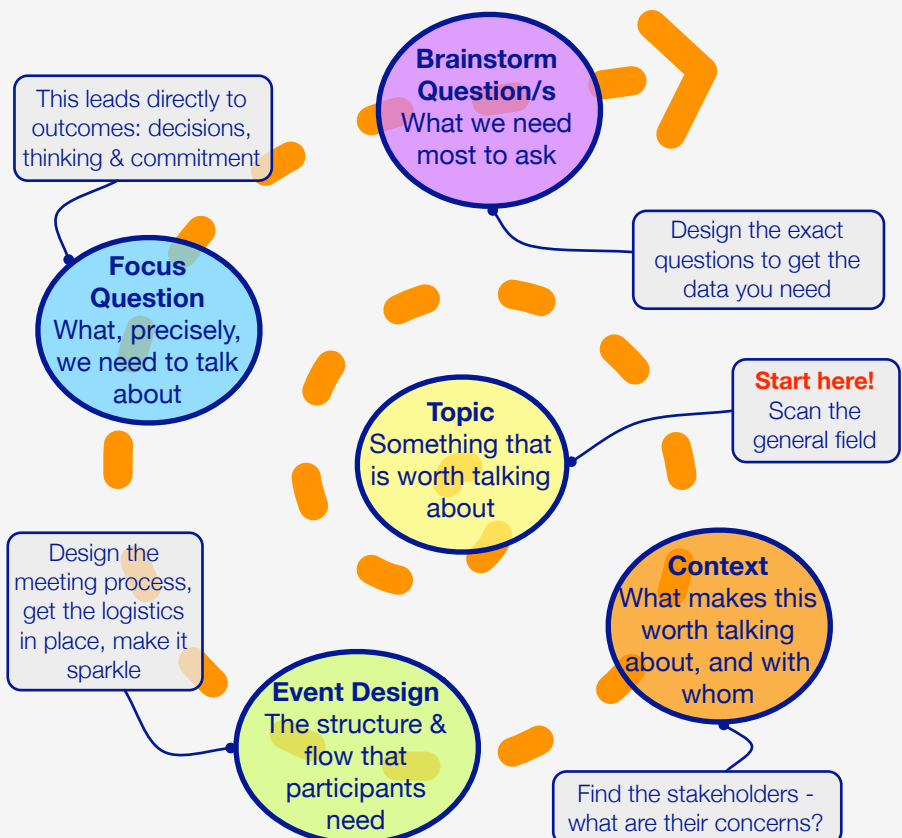
How to plan a good meeting

A well run meeting requires good preparation, a clear event design and listening to the group in action. This newsletter gives an overview of the first two parts. Or, as my old paving instructor told me, “proper planning prevents poor performance”.

A route map for preparation & design

The first two parts of this map are about figuring out what the situation needs. That is, **why** are you meeting? With the **topic**, it's the general picture. With the **context**, it's the issue or opportunity drivers.

The last three parts are about designing your meeting. **How** are you meeting? With the **event design**, it's the agenda and all the mechanics. With the **focus question**, it's the organising thread. With the **brainstorm questions**, it's about eliciting the information you actually need.



Other newsletters will work through this map in more detail, and also discuss how to run a good meeting.

So, what's your experience of a well planned meeting? Please, [go online](#) and post a comment.

Go well!

David

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