



## Collaborative tools, services and training

Meet smarter, not harder!

When the best leader's work is done the people say: "We did it ourselves!"  
– Lao Tzu

In the field of true spirituality, Experience serves as breakfast; Realisation as lunch; Transformation as dinner.  
– Sri Chinmoy

Transformation literally means going beyond your form.  
– Wayne W Dyer

### On public memory and déjà vu all over again

Public memory is not just about statues, icons history and narrative. For me, it's also about what I do to publicly reflect and record the information generated and processed by the group.

#### But how to do it well?

The idea is to get a record of the group's work. Something you 'prepared earlier' doesn't usually count as their work. So PowerPoint doesn't cut it unless you can type really fast and facilitate at the same time.

This record must be **accessible by the group** at all times and be an **accurate reflection of their work**. Therefore, two other things not to do are:

- Frantically trying to capture everything everyone says.
- Rewording (or equivalent) what people say.

In this case, **public** (as in *Write it Down and Hang it on the Wall*) means that:

- Everyone can refer to it – everyone owns it and can commit to it.
- Participants start to dialogue with the data, rather than arguing with each other.
- Power tends to go with the table rather than 'the scribe' or the loudest person.

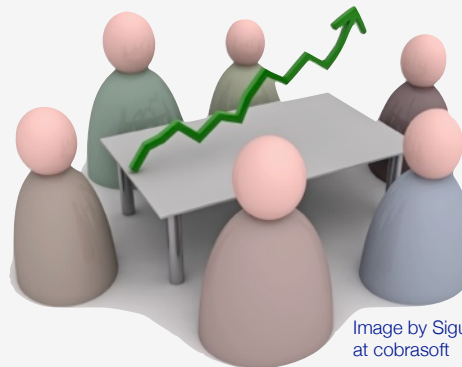


Image by Sigurd Decroos at cobrasoft

Let's run through some of the other considerations in turn. Firstly, what **forms of information** do you want or need to use in your meeting? My list has words and images. Other folks would no doubt add sound, movement and objects.

Secondly, what **media or tools** can you use? We all know the humble flip chart and whiteboard. A sticky wall is a personal favourite of mine. Data projectors are great when they work. How about clay or felt or clear plastic overlays or...

Finally, there's the whole question of **who does the recording**. Getting the group to do their own recording means:

- Lots of people writing (or whatever), versus you being a bottleneck in the process. It's parallel rather than serial processing.
- They are using their own words (or whatever), saving you from at least one of the mistakes above. It's also their spelling...

So, what great ways have you used to reflect and record what your groups have done? Please, go online and post a comment. Perhaps I should offer a prize?

Go well!

David

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#### training events coming up

##### Brisbane

##### Group Facilitation Methods

22–23 June 2010

##### Facilitation Expansion & Integration

20–21 July 2010

##### Strategic Thinking & Planning

18–19 August 2010

##### Working with Value Systems

14–15 September 2010

##### Group Facilitation Methods

19–20 October 2010

##### Understanding & Leading Change

9–10 November 2010

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