

## Principles

### What (vision or end result)

- At the end of each meeting, all participants will feel respected, valued, and have clarity about future action steps. Each person will grow to trust each other more, and the group as a whole will move closer toward completing its objectives.

### Why (motivation or logic)

- Consistent, recurring meetings build trust between participants.
- These meetings will help to slow down or eliminate the number of "fires" that happen in the workplace.
- These meetings create a consistent pattern for coordinating efforts and collaborating on ideas.

### Who (accountable positions)

- Each meeting's participants
- Results are reported to the designated meeting leader.

### When (timing and length)

- Meetings will be held at a consistent time and place. Typical intervals include once per week, twice per month, or once per month.
- The group will meet \_\_\_\_\_ time(s) per \_\_\_\_\_ for \_\_\_\_\_ minutes.

### How much (measuring standards)

- 100% of all delegated items from the previous group meeting should be discussed and followed up on during these meetings.
- When a participant asks you for help, always make a sincere effort to provide what they need to truly be successful.

### With what (required resources)

- Agenda
- Your GROUP task list for this group meeting
- Any materials from completed commitments
- Any necessary development materials
- A system for taking notes and action items
- Your calendar

## 1 to 1 agenda

### How (system steps)

#### 1. Begin on time.

#### 2. Leader welcomes everyone. (2 minutes)

Designation of this leader (if rotational)

Brief reading of ground rules

#### 3. Brief development. (3-5 minutes)

Provide training on a new system to be implemented. Provide training on essential skills universal to all group members.

#### 4. Using minutes from the previous meeting, each person quickly reports on commitments. (5 minutes)

#### 5. Divide the remaining time (less than 5 minutes) between each participant.

Each participant has a voice. (time divided equally)

Each participant goes through their GROUP task list.

Participants make commitments as needed.

#### 6. Review and reconfirm. (5 minutes)

Notetaker or leader summarizes each person's commitments using WHO, WHAT, and WHEN.

Leader reconfirms the next scheduled meeting (and next meeting's leader if rotational).

#### 7. End on time or early.