

Meeting Facilitation: Creative Questions

June 27, 2017 - Palo Alto office

Who: Gather the right people

Where: Use your space

What: Plan for "what if?"

When: Fast-forward or rewind

Why: Get the root causes

How: Ongoing interactions and habits, beyond action items

Who: Gather the right people

Left out?

Too many?

Change mid-meeting?

Where: Use your space

Whiteboards and
stickies

Posture and
positioning

Empower participants,
especially remote

What: Plan for "what if?"

Internal constraints
and priorities

External changes

Find the MVP

When: Fast-forward or rewind

Ordered
dependencies?

Made decisions with
limited info?

Find comfort in the
present

Why: Get the root causes

Ounce of prevention?

Human factors?

Blameless

How: Ongoing interactions and habits

More than just action
items?

Shrink the change?

Be clear if you expect
change or not

“Creativity is a wild mind
and a disciplined eye”

Dorothy Parker

Thanks! Questions?
Discussion is good