SKC Meeting ResetFrame™: A PM's Framework to Break Circular Discussion

Scan. Know. Commit.

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The Story Behind SKC Meeting ResetFrame™

It started, like most useful frameworks do, with frustration.

Not the loud kind — the quiet kind. The kind you feel as a project manager when a topic resurfaces for the third week in a row. When smart people keep circling the same problem from different angles, but no decision sticks. When someone finally says, "Let's take this offline," and you know nothing will happen.

That was the pattern I wanted to break.

As a Core TPM working across 50+ global applications, I realized something: **the real blocker wasn't skill or effort — it was structure.** Teams had knowledge, but not flow. Conversations had insight, but no rhythm. So I went searching.

What Inspired the Framework

The first breakthrough came from **Edward de Bono's Six Thinking Hats**. His concept — guiding a team to think in structured modes instead of chaos — made perfect sense. But it wasn't built for live PM meetings or technical execution.

I layered in the **ORID method** — a facilitation approach used by high-performing orgs to move from observation to action. And I borrowed the best from **Nancy Kline's Thinking Environment**, where people don't just speak — they're heard, without interruption.

Still, something was missing: **momentum.**

So I wrapped it all in a rhythm built for project leads. Six lenses. One shared path. And a final checkpoint where no meeting ends without an owner and an outcome.

What I Built

That became **SKC Meeting ResetFrame™** — a live, in-meeting tool for teams who are stuck in conversation loops and need a structured, non-political way out.

SKC stands for:

- **Scan:** Surface what we know
- **Know:** Explore risk, resistance, and possibility
- **Commit:** Align, assign, and move forward

No Post-its. No Miro boards. Just structured airspace, shared reality, and a pathway to clarity.

Who It's For

It's for the PM who's tired of hearing, "Let's revisit this next week."

It's for the team lead who knows the problem is in the room — but can't quite land it.

And it's for high-functioning teams who need a **reset**, not a reorg.

Giving Credit

This framework is a modern evolution — and it stands on the shoulders of some great ones:

- **Edward de Bono's Six Thinking Hats** (for the mode-switching inspiration)
- **ORID (Objective, Reflective, Interpretive, Decisional)** for its structured reflection path
- **Nancy Kline's Thinking Environment**, for its unapologetic commitment to deep listening
- And of course, lessons drawn from every "non-meeting" that should've ended in progress, not follow-up emails

Purpose

SKC Meeting ResetFrame™ is a structured, live-use conversation framework built specifically for project managers and facilitators to restore momentum when meetings become repetitive or unclear. It breaks circular dialogue, drives shared understanding, and leads teams toward aligned action.

It is optimized for use during live sessions — particularly when topics keep circling without resolution — and helps teams move from ambiguity to action.

When to Use This

Use SKC Meeting ResetFrame™ when:
- A meeting is stuck in repeated debate or unclear ownership
- The same topic is resurfacing without resolution
- There's no agreement on the current state of the problem
- Teams are struggling to shift from discussion to decision
- You need a reliable reset format to align and move forward

How to Use It

1. Appoint a facilitator to guide the group through the six structured lenses.
2. Prepare participants with pre-reads or async inputs, if necessary.
3. Move through each lens in sequence. Each phase includes reflection prompts.
4. Use round-based speaking or writing methods to ensure everyone contributes.
5. Close with defined next steps, ownership, and alignment.

This process works equally well for 15-minute tactical huddles or 60-minute strategy sessions. The strength lies in its rhythm — not in rushing the outcome.

The Six Thinking Lenses (Structured Steps)

1. SCAN : (White Hat Mode) – *What is known?*

Alternate Labels: Signal Check, Status Brief

Why this step matters: Establishes shared understanding. Prevents early assumptions by anchoring on facts.
- Identify what is known or confirmed.
- Highlight what's missing, conflicting, or unclear.
- Spot initial signals, trends, or flags.
- Align on gaps that require further data or investigation.

2. SENSE : (Red Hat Mode) – *How do we feel about this?*

Alternate Labels: Check-in, Pulse Read

Why this step matters: Surfaces instinctive responses, subtle hesitations, or early emotional cues that might otherwise stay hidden.
- Ask how participants are reacting to the issue.
- Capture impressions, doubts, or motivations.
- Examine confidence levels or discomfort.
- Bring forward signals that may not show in metrics.

3. SPOTLIGHT : (Yellow Hat Mode) – *What's working?*

Alternate Labels: Strategic Wins, Opportunity Scan
Why this step matters: Identifies strengths and elements already working that can be built upon or scaled.
- Explore what's functioning well in the current system.
- Highlight stability, resilience, or alignment with goals.
- Identify patterns of success, even if partial.
- Find leverage points that reduce risk or increase speed.

4. STRESS TEST : (Black Hat Mode) – *What could go wrong?*

Alternate Labels: Risk Radar, Constraint Check
Why this step matters: Makes risks, edge cases, and system weaknesses visible without personalizing blame.
- Name failure points or sensitive components.
- Challenge assumptions safely.
- Visualize worst-case scenarios or recent near-misses.
- Surface process gaps, delays, or role conflicts.

5. STRETCH : (Green Hat Mode) – *What could we do differently?*

Alternate Labels: Innovation Angle, Breakout Zone
Why this step matters: Pushes beyond the current frame. Encourages small experiments or lateral solutions to emerge.
- Introduce new ways of viewing the issue.
- Propose experimental fixes or temporary bypasses.
- Ask "What haven't we considered?"
- Reduce the fear of proposing imperfect ideas.

6. SYNTHESIZE : (Blue Hat Mode) – *What's the outcome?*

Alternate Labels: Recap + Commit, Resolution Frame
Why this step matters: Converts dialogue into aligned action. Clarifies what's moving forward and who owns it.
- Revisit key insights from each lens.
- Ensure everyone is aligned on direction.
- Assign next steps and clarify delivery timelines.
- Call out any decisions deferred, blocked, or needing escalation.

Facilitation Guidance

1. **Assign a Facilitator**
   - Guide the team through the lens sequence.
   - Maintain time and psychological safety.
2. **Support Roles (Optional):**
   - Timekeeper, Insight Logger, Note Taker.
3. **Participation Format:**
   - Use one-at-a-time sharing or silent written input.
   - Encourage everyone to respond to each lens but allow a "pass and return" option.
4. **Time Structure:**
   - For small teams (4–6): 5–7 minutes per lens
   - For larger groups: Use async prep or breakout inputs
5. **Pause for Clarification:**
   - After each lens, ask: "Have we missed anything before moving on?"
6. **Final Closure:**
   - Recap actions and decisions.
   - Confirm owners.

○ Optionally, do a one-word checkout to gauge alignment or morale.

Example Application: Technical Issue with Unknown Cause

Scenario: A recurring outage is impacting performance, but logs are inconsistent and teams lack a shared hypothesis.

- **SCAN:** Review data logs, timestamps, affected systems, and any confirmed incidents.
- **SENSE:** Capture impressions from teams closest to the problem (e.g. "This feels like a config drift or regression").
- **SPOTLIGHT:** Highlight areas not affected, stable systems, or recently improved coverage.
- **STRESS TEST:** Identify any fragile integrations, escalation delays, or mismatched dependencies.
- **STRETCH:** Brainstorm workarounds, like isolating a service or rerouting traffic.
- **SYNTHESIZE:** Agree on next 3 investigative actions, timeline to reconvene, and who owns which analysis.

Optional Tools

- Conversation template with six lenses (PDF/Notion/Miro)
- Pre-meeting input form
- Round timer or speaker cue
- Action tracker sheet with owner column and due date

Final Note

SKC Meeting ResetFrame™ ™ provides a universal format for structured team thinking. It reduces guesswork, prevents circular debate, and ensures momentum without sacrificing inclusion. This framework is suitable for recurring operations, incident review, product planning, or any discussion needing high clarity and high accountability.