Product-oriented Agenda Design







Agenda Item	Type of Outcome	Product / Results	Implementation	Process	Time	Leader

Planning a Detailed Process for an Agenda Item

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Торіс	Participants
Rational Aim(s)	Experiential Aim(s)

Introduction		Conclusion			
	Basic information	Experience	Substance	Choices/Decisions	
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WORKSHEET Planning for Participation







	Example	Example	Example
Topic/Focus			
Participants			
Purpose			
Level of Participation			
Role of Meeting Leader			
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worksheet Meeting Design





Topic					
Rational Aim		Experiential Aim	Desired Result		
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Introduction	Quick Items	Major Items	Minor Items	Closing	
Time Diese					
Time Plan					
Roles - Assignments		Materials - Space - Decor	Style - Mood - Eventfulness		
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WORKSHEET Dealing with Difficult Situations









Behaviour / Example (Symptom)	Effects on Facilitator / Group (Impact)	Possible Reasons/Triggers (Diagnosis and Cause)	Possible Response(s) (Prescription)



WORKSHEET Personal Action Plan



I would like to improve my meetings in the following ways:	Strengths I can build upon.	Skills I need to develop	Resources to use as learning tools	My first four actions (in order of when I will start them)