



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



Topic	Participants
Rational Aim(s)	Experiential Aim(s)

Introduction	Stages in the Process				Conclusion
	Basic information	Experience	Substance	Choices/Decisions	



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



Topic				
Rational Aim		Experiential Aim		Desired Result
Introduction	Quick Items	Major Items	Minor Items	Closing
Time Plan				
Roles - Assignments		Materials - Space - Decor		Style - Mood - Eventfulness



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



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)