

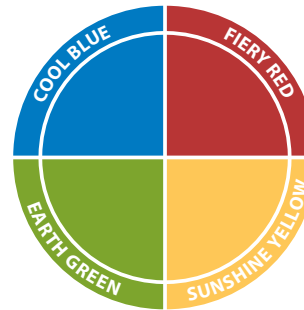
In preparing for meetings make sure you are covering all your bases and are meeting the needs of all the colour energies. Look over the following checklist and place a check mark against all the things that you're already doing.

Cool Blue

- Send agenda in advance
- Determine required delivery method (phone, online, face-to-face)
- Send documents for review in advance

Earth Green

- Gather input on agenda items based on group needs
- Rotate meeting facilitators, timekeepers and scribes
- Make space in the agenda for relevant team or personnel items



Fiery Red

- Include short agenda with desired outcomes in meeting request
- Send out any pre-work in advance
- Make space to discuss business plans, strategy, vision, actions in progress, etc

Sunshine Yellow

- Build some flexibility into the agenda for conversations that may come up
- Have face-to-face meetings where possible
- Allow time for team-based and engaging activities

Looking at the items you have not checked, what two will you start to do in preparing for your next meeting?

1

2

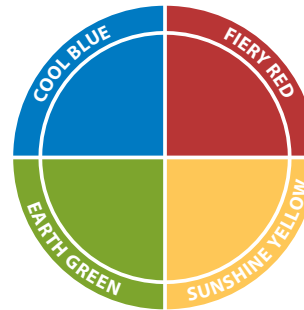
When you are facilitating meetings the following tips will help you continue to meet the needs of all the colour energies of the participants. Which ones are you already doing as well as you can? Place a check mark beside these.

Cool Blue

- Start on time
- Review agenda and objectives for the meeting
- Assign timekeeper and scribe (if applicable)
- Do a process check at end

Earth Green

- Be considerate of different styles and aim to meet the participants differing needs
- Agree meeting ground rules and refer to often
- Give reflection time



Fiery Red

- Stay on task and stick to allocated times
- If not possible, shift agenda and notify the group
- Drive to tangible action where possible

Sunshine Yellow

- Allow time for connecting with one another and socialising
- Share success stories and lessons learned
- Engage meeting participants where possible through questions and discussion

Consider the energies of the attending meeting participants; how will you need to adapt your facilitation of the meeting to address their needs?

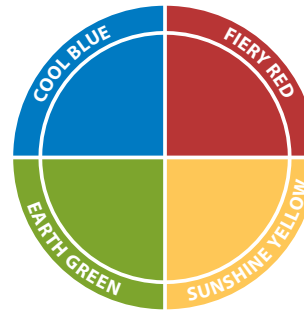
Now let's consider your follow-up process for your meetings. Which ones are you already doing as well as you can? Place a check mark beside these.

Cool Blue

- Send out meeting minutes and action items, including relevant information
- Attach any background files for decisions made
- Include next meeting date, time and location

Earth Green

- Include context (discussion and considerations) in meeting minutes where possible
- Invite post-meeting reflections or suggestion for improvement



Fiery Red

- Distribute clear, concise meeting minutes in agreed time-frame
- Quickly follow up on actions
- Note any agenda items to be added to next meeting

Sunshine Yellow

- Where follow-on input is required, invite people personally
- If possible, check in with team members personally
- Create follow-up dialogue opportunities where appropriate

Looking at the items you have not checked, what two will you start to do in preparing your next meeting?

1

2

Meeting process check-in, approximate timing 5-10 minutes. Instructions:

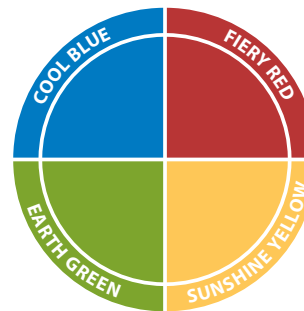
1. Communicate to team that you are going to quickly ask some questions to ensure that the team is honouring all the colour energies
2. Show on screen the worksheet, 'Meeting Process Check-in'
3. Going one colour at a time, ask the suggested questions or write your own, and document answers on the flipchart

Cool Blue

- Did we have all the information we needed to inform our decisions?
- Was there enough time to process new information?

Earth Green

- Did everyone have an opportunity and the space to contribute without having to interrupt?
- Did we consider the consequences and impact of our decisions?



Fiery Red

- Was the meeting on task and focused?
- Did we make decisions?
- Is there clarity on the actions to be taken?

Sunshine Yellow

- Was there enough interaction and engagement?
- Did we allow time for brainstorming and generating ideas?

Use the feedback from the process check-in to improve the effectiveness of your next meeting.

How will you prepare differently based on this team input?

How will you facilitate the next meeting differently?

How will you follow up differently for the next meeting?