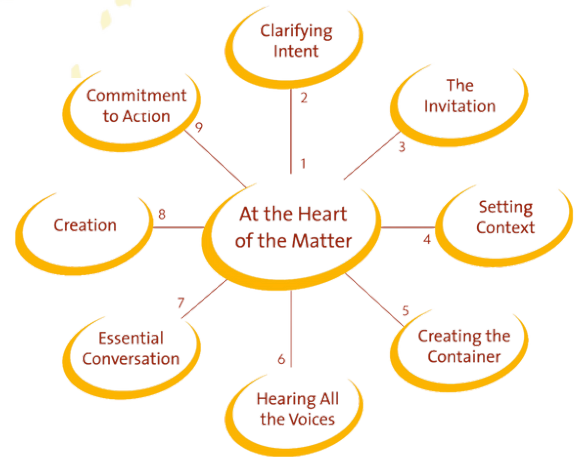


GREAT MEETINGS & CONVERSATIONS

Checklist

- Define a clear purpose & success factors
- Create the agenda with Essential Ingredients*
- Craft an invitation that reflects purpose & intent
- Establish safe meeting space
- Hear all the voices
- Create essential conversation
- Call for a commitment to action



Powered by the Art of Convening

2024 Center for Purposeful Leadership



Creating Spaces of Welcome, Safety and Belonging

- Listen:** With respect for everyone's voice
- Slow Down the Conversation:** Allow pauses between the speakers;
- Hear All Perspectives:** Invite each voice to be heard
- Suspend Certainty:** What don't you know? What isn't being said?
- Explore New Ways of Thinking and Being:** Look for and expect surprises
- Ask for Confidentiality:** Don't share someone's story without their permission
- Take Space/Make Space:** Make time for others to have space to speak.
- Presume Positive Intent** and acknowledge the impact