

Checklist #10: Reviewing an Implementation Event

Here are some questions to ask yourself after any meeting. Use them to assess your own learning from the meeting and to prepare for the next one.

1. Did the meeting produce energy in the participants or drain energy?
2. How was it alike or different from what you expected?
3. How did people choose to engage in the process? How active were they? What kind of risk taking did you observe?
4. If you rearranged the room, what difference did this make?
5. What doubts and reservations were expressed? How was the discussion handled? A rush to agreement? A search for solutions? Was it possible for the group to postpone decision making? Anyone spend a lot of time explaining themselves?
6. How did the group determine what they wanted to create together?
7. What did people do to make new conversations occur? How did you help? What did they learn?
8. What promises were people willing to make? Were they enough?
9. What did you do to end the meeting so that each participant's effort and contributions were acknowledged?
10. What effect on your relationship with the client did this meeting have?