

Checklist #7: Planning a Meeting for Action

Here are some guidelines you can use to help you prepare for the meeting:

1. **What do you want from the meeting? Understanding? Agreement? Action? Further work?**
2. **Structure the meeting so you have at least as much time for discussion as for presentation of results.**
3. **Review the wording of the “picture” to make it as nonevaluative and descriptive as possible.**
4. **Think of where you are likely to get resistance in the meeting. What questions might you ask to get the underlying concerns expressed directly?**
5. **Think about who might be missing from the meeting who has a high stake in the outcome.**
6. **How can you ask for feedback on how this consultation is going?**