

5Ps OF MEETING DESIGN

GETTING THINGS DONE IN GROUPS

I. Purpose: Know our own and discuss the group's purposes

- **Sharing perceptions/information?**
- **Brainstorming ideas and options?**
- **Motivating key people?**
- **Deciding on an action plan?**
- **Reaching an agreement or action plan?**
- **Building relationships?**

II. Product: If we achieve our purpose, what concrete result is produced?

- **Notes for personal or group use?**
- **Set of options for development?**
- **Draft framework agreement?**
- **Follow up questions, tasks, assignments?**
- **Concrete action plan?**
- **A deal?**

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III-IV. People and Place

- **Who** should be involved? In what role?
 - Decision-makers? Influencers? Stakeholders?
 - Facilitators? Consultants? Recorders? Observers? Experts?
- **How:** Email? Voicemail? Phone? Through another person? In person?
- **Where:** In our office? Theirs? A neutral Place? Formal? Casual?

V. Process: How we will achieve our meeting purpose

- **Consider the parties' needs**, aims, concerns, fears, desires
- **Prepare, discuss, and prioritize a draft agenda**
 - Use White Board for recording and brainstorming
- **How to open/frame the meeting?**
 - What questions might we ask? How?
 - What information should we share? How?
- **Discuss any Ground Rules**
 - Confidentiality, respect, no commitments, decision-making...
- **Identify unhelpful behaviors:** Personal attacks, side conversations, misunderstanding
- **Close with summary, next steps & roles**
"Manage the Interval"