



Template Meeting Agenda

Welcome

Thank everyone for their time and for being there. Share the PURPOSE of this meeting.

Let them know your intention to finish on time!

Opening Round

Remember the rules of Rounds and maintain them. Ideally give a short overview of a couple of the components. Attention and Equality work well as starters.

Ask a question and go around the table, starting with a volunteer or perhaps yourself. Use something positive and unthreatening. You could try:

- What has made you smile in the last week?
- What have you enjoyed since we last met?
- What has brought you joy recently?
- What is going well in the work of this team?

Agenda Item 1

Remember to phrase your agenda item as a question. Then, as before, start with a volunteer and then go around your table.

When appropriate, you can open it up to a more traditional conversation, but still try to keep to the "No interruptions" rule, and everyone giving each other their full attention.

*NB: This works really well in IDS during a Level 10. The issue is stated, and as a starting round, everyone answers the question: **What is the real issue here?***

When you've reached your conclusions, only then, agree and capture the key decisions, cascading messages, and actions.

Agenda Item 2 - Repeat!

Closing Round - Appreciation

A final round asking an appreciation question. You could try:

- What quality do you appreciate in the person sitting to your right?
- What have you most appreciated from this meeting?
- What do you most appreciate about working in this team?

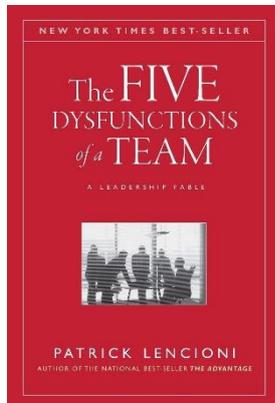
The Agenda above is a truncated version of the Time to Think meeting agenda structure, based on the work of the Time to Think Faculty and Training Programmes. If you are interested in learning more, please get in touch.



when we think

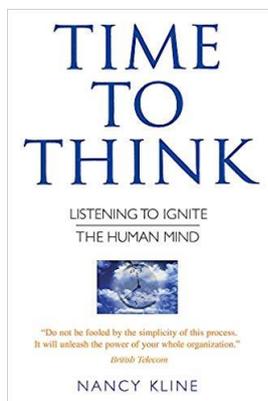
great actions begin with great thinking

Suggested Resources



A 30 minute overview of the principles with Patrick Lencioni:

<https://www.youtube.com/watch?v=O5EQW026aIY>



And for more information on the 10 components and other principles:

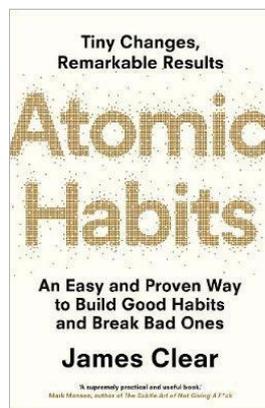
www.timetothink.com

Also, 3 short videos with Nancy Kline, which I love and highly recommend:

<https://vimeo.com/lloydwigglesworth/farside>

<https://vimeo.com/lloydwigglesworth/courage>

<https://vimeo.com/lloydwigglesworth/listen>



If you are interested in Time to Think individual Coaching for yourself or any member of your team, please do get in touch.

Later this year, I hope to be in a position to offer team training days called "Transforming Meetings". If you would be interested in hearing more, please let me know.