

Meeting Preparation Template

Meeting Name: _____ Meeting Date(s) and Time(s): _____ Meeting Owner: _____

To prepare for your meeting, start by working from right to left on The Work. Then, review the flow from left to right to ensure it makes sense. Finally, connect The People to The Work.

| The Work | | | | |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Pre-work | Inputs | The Meeting | Outputs | Outcomes |
| 5. What pre-work would we need to complete in order to ensure we have the right inputs? | 4. What information do we need in the meeting in order to answer our questions? | 3. What questions do we need to ask in the meeting to ensure we deliver our desired outputs? Order questions based on the most logical learning flow. This will become your meeting agenda. | 2. What specific results from the meeting will help us drive the outcomes? | 1. How will our world be different after the meeting? |
| To prepare for the meeting we need to: A. B. C. D. | To answer our questions we need: A. B. C. D. | A. B. C. D. E. | By the end of this meeting we will deliver: 1. 2. 3. 4. | Everyone in the meeting will: 1. 2. 3. 4. |
| <i>Link pre-work to inputs. If an input doesn't have pre-work, put N/A.</i> | <i>Link inputs to agenda items. If an agenda item doesn't have an input, put N/A.</i> | <i>Each agenda item should be a question. You can move on to the next item when you answer that question.</i> | <i>Link outputs to outcomes. If an outcome doesn't have an output, put N/A.</i> | <i>Use active verbs. Examples: evaluate, synthesize, analyze, apply, comprehend, integrate.</i> |

