

Art of Convening Trainings

PURPOSE IN ACTION

Meeting Design Worksheet


Name: _____ Date: _____

Case Study Title: _____

As you navigate the Convening Wheel in the design and development of your Case Study be aware of the dual considerations:

- the inner design elements: The "being" aspects
- the outer design elements: The "doing" aspects

Answer each question below from the perspective of the inner and the outer considerations.

	<p>1. At the Heart of the Matter</p> <p>Outer: What is the core purpose of the meeting? State why you are meeting, outcomes and expectations.</p> <p>Inner: Who am I to be in relationship and what is our purpose together?</p>
	<p>Your Purpose</p> <p>Your Purpose. Your aim or goal. Your reason for being. Your reason for getting up in the morning. You may not have considered the first three items, but most of us have wondered about a reason to get up in the morning, at least occasionally.</p> <p>-Richard Leider</p>



2. Clarifying Intent

Outer: What is the intent of the meeting? What will you do? Create a design or agenda for your meeting.

Inner: Who am I to be and what are we to do together?



3. The Invitation

Outer: Who will you invite? Why should they come? What is in it for them?

Inner: What is my sincere gesture that integrates my purpose and intent?



4. Setting Context

Outer: How will you describe the form, function and purpose of the meeting once the meeting has begun?

Inner: What is my clear articulation of who we are to be and do together?



5. Creating the Container

Outer: Describe the physical space in which you will meet. What materials and aids will be in place? Be specific. What are the norms and agreements of meeting?

Inner: What is my role in creating a safe and enlivening space in which to do our work?



6. Hearing All the Voices

Outer: How will facilitate each person to speak? What methods and practices will allow for the full expression of all participants?
Inner: Who are we and what have we come to say and do together?

The Arc of Recognition



7. Essential Conversation

Outer: What are the success factors for a fully engaged meeting? What needs to be in place for full engagement and how will you know when it occurs?
Inner: Has the ground been adequately laid for essential conversation to occur? What wisdom am I looking for and is already present?



8. Creation

Outer: What do you wish to create that is new/innovative in this meeting? List potential opportunities/possibilities that stretch you.

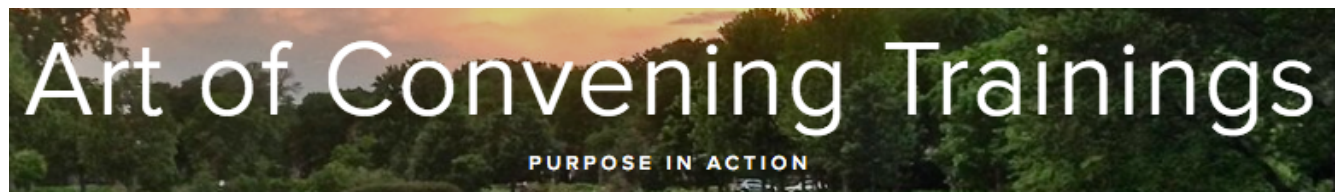
Inner: What are we to create together and how will I recognize and harvest the wisdom being created?



9. Commitment to Action

Outer: What significant commitments, responsibilities and accountabilities do you expect from yourself and others from this meeting that will make a difference?

Inner: What is needed to allow for the highest level of commitment and responsibility and accountability to occur?



NOTES