project change

FREE PRACTICAL TOOL · NO. 12

12

The meeting test

A five-minute check before a meeting involving people with lived experience.

Would somebody arriving from outside your organisation know why they are there, what they can influence, what happens next and whether they are being paid?

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BEFORE YOU SEND THE INVITE

Can you answer all eight?

- [ ] Why are we meeting?
- [ ] Why do we need this person's knowledge or perspective?
- [ ] What can they influence today?
- [ ] What is already fixed?
- [ ] Who in the room has authority to act?
- [ ] What preparation is expected, and has it been made accessible?
- [ ] What payment, expenses or support have been agreed?
- [ ] When and how will people hear what happened next?

If you cannot answer one

Fix it before asking the participant to compensate for organisational vagueness in the room.

A USEFUL OPENING SENTENCE

"You are here because _____. Today you can influence _____. These things are fixed because _____. After this meeting we will _____ and you will hear back by _____."

Clarity is a form of respect.