Agenda builder

# Agenda items planning

|  |  |
| --- | --- |
| What | **Item or subject** |
| Why | **Objective**. Why does it need to be a meeting? What’s the intended outcome? Remember the doing word (verb) in the objective. See doing words checklist. |
| Who | **Is involved**. Who is responsible |
| How | **Process**. What will participants **do** to meet achieve the objective? Will you need an activity or simple meeting tool to help?If it is a decision that’s needed – how will you decide, you alone, consensus, majority, etc.Do you need to lobby people beforehand? If so who and when? |
| When | **How long**. What’s the time allocation for it |

# Doing words selection

|  |  |  |
| --- | --- | --- |
| A-G | E-R | R-Z |
| Acknowledge | Enrol | Report |
| Agree | Generate | Resolve |
| Analyse | Identify | Review |
| Assess | Introduce | Secure |
| Assimilate | Learn | Segment |
| Build | List | Share |
| Confirm | Outline | Shortlist |
| Contribute | Plan | Solve |
| Create | Present | Study |
| Decide | Problem-solve | Suggest |
| Design | Produce | Synthesise |
| Determine | Recognise | Unblock |
| Develop | Recommend | Understand |
| Enable | Record | Update |

## Example

|  |  |  |
| --- | --- | --- |
| Good **verb** | clear subject | relevant outcome |
| To agree | the Christmas venue | that fits the budget and appeals to the majority |

#### Heroic tip

The chair of this meeting will need to decide what makes a majority – more than half 2/3rds, 75% and so on.

# Where on the agenda?



D Sharman, The Perfect Meeting

## Process

Is the item quick and will help gather momentum? Initial third

Will the item need deep thinking? Middle third

Is the item positive, a positing one or motivational. Latter third

## Vital notes

This is a helper not a straight-jacket

Plan in breaks every 90-minutes. Otherwise, efficiency sags

# For each item

|  |  |
| --- | --- |
| What-subject |  |
| Why-the objective |  |
| Who-responsibilities |  |
| How-process |  |
| When-how long |  |
| Where-on the agenda |  |

|  |  |
| --- | --- |
| What-subject |  |
| Why-the objective |  |
| Who-responsibilities |  |
| How-process |  |
| When-how long |  |
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|  |  |
| --- | --- |
| What-subject |  |
| Why-the objective |  |
| Who-responsibilities |  |
| How-process |  |
| When-how long |  |
| Where-on the agenda |  |
| What-subject |  |
| Why-the objective |  |
| Who-responsibilities |  |
| How-process |  |
| When-how long |  |
| Where-on the agenda |  |

End