

Meeting Planning and Prep- Dare to lead style



Quiz

What needs to happen at this meeting (goals)?

What do I need in this meeting (how can I show up)?

How do i think this meeting will go (the story I am telling myself is...)?

What am I feeling?

- unsure
- safe
- on alert

Do I need to write down other peoples Responses?

- yes
- no

What permission slips are needed?

What type of leadership style is the the room?

- power over
- power too
- power with

Remember:

- Empathy is the #1 Defence to judgement and shame.
 - That looks like empathy for other views and empathy for myself.
- Your narrative needs to be curious and open.
- Ask for what you need eg. could you explain that, help me understand, I can see you feel strongly ...

Part 2: Getting going

Date:

Attendees:

Meeting intention/agenda:

- **Key Decisions**

- **tasks and ownership**

Be mindful of short term and long term goals and horizon conflicts