



## Checklist 13: Set a Framework

In the list below, you can keep track of what you have already mastered and what you still want to learn:

### Preparing a Meeting:

- Clearly define the meeting's purpose and be realistic about the time available.
- Skillfully approach topics with an effective process design, incorporating elements like plenary discussions, subgroups, and decision-making processes.
- Send out invitations well in advance, setting the tone and expectations (pre-cooking the framing).
- Align with the highest-ranking attendees on potential challenges and strategies.
- Collect relevant facts and consider the broader context before the meeting begins.

### During the Meeting:

- Prioritize establishing rapport at the beginning of the meeting.
- Develop strategies to handle late arrivals effectively.
- Complete the setup of your meeting framework before diving into the discussion.
- Use all necessary elements of the framework.
- Employ global language to clearly set and maintain the frame.
- Firmly establish the meeting framework using factual support, a yes-set, and logical sequencing.
- Skillfully steer the discussion back to the framework when deviations occur.

### Process Steering with Limited Formal Power:

- Step in to correct or redefine the framework if it is inadequately set by the meeting leader.
- Continuously bring attention to the meeting's purpose, procedures, and process during the discussion.
- Use embedded commands to keep the meeting progressing smoothly.
- Effectively use tools like a flipchart to aid discussion and visualization.
- Regularly summarize discussions to confirm understanding and agreement, reinforcing the meeting's framework.