



Date:

Contact person:

1 Check in

with something light-hearted or personal, e.g. something you don't know about me yet: [...]

2 Assign roles

and rotate these at each meeting, e.g. facilitator, record-keeper, time manager, motivator, well-being agent

3 Communicate focus

Clarify the goal and intention of the meeting or show where the meeting stands within the process

4 Interim outcomes

Set agenda and outcomes, e.g. based on stages and the relevant method cards

8 Check out

on a note of thanks, for example using the **Five Finger Feedback** method or

What I especially liked today: ...
What I would like to see next time: ...

7 Tasks with a deadline

Appoint the individuals responsible and assign concrete individual tasks with deadlines

6 Next steps

Look at what the meeting has not yet accomplished or what still needs to be explored in greater depth and break this down into task packages

5 Methodical work

Collaborative work with a set time limit, e.g. the use of selected activities from the handbook