



THE 5Ps +1
OF MEETING TOGETHER



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THE MEETING CONTINUUM BEFORE 40% DURING 20% AFTER 40%

Each of the 5Ps has its part to play before, during and after any meeting.

BEFORE 40%

Why do you need this meeting and why now? Ask this before every meeting, even the most routine, to bring them to life. Then draft the precise **purpose** that expresses the point you and others need to get to by the end of the meeting. Everything flows from this clarity.

Take care of the **practicalities**: find a date, time and place that will suit the budget and the style of the gathering. Invite relevant participants enticingly.

Design the **programme/agenda**: decide what items and how long, in what order – and notice your worries and adjust the **pace** accordingly. **Plan** the next steps that will be needed immediately after the meeting. Send out programme and papers in good time.

DURING 20%

Always reconfirm the **purpose** of the meeting and re-negotiate the **programme** if necessary. **Pace** the proceedings so that all present can participate effectively and well. Pause when necessary, handle discomforts and conflict skilfully, end the meeting well – and on time.

AFTER 40%

During the meeting you **planned** next steps: now do them. Circulate minutes/notes within a few days. Do what you said you would. Review, learn for the next meeting and begin to think about its **purpose**.

+1

Each of us influences every meeting we attend – by our intention, our words, our actions and even by our silence.

+1 is for **people**. We connect the heart and craft of any meeting.

Transform a meeting: change a world.