

**MEETING RESULTS GUIDE**

TYPE OF MEETING RESULT	LOW IMPACT	MEDIUM IMPACT	HIGH IMPACT
<p><b>Ready to work together</b> Establish a foundation of an agreed-upon set of results that are important to the participants and confirm that the participants are committed to each other and their task.</p>	<p>Know each other's names and roles.</p>	<p>Reach mutual agreement on results and identify each person's interest in the group and its work.</p>	<p>Understand how the roles, authority, and resources each person brings will contribute to achieving mutually agreed-upon results.</p>
<p><b>Relationships strengthened</b> Foster active participation, open communication, and effective collaboration.</p>	<p>Agree on norms related to working well together.</p>	<p>Hold each other accountable for adhering to norms.</p>	<p>Candidly explore differing perspectives and confidently address difficult/sensitive issues.</p>
<p><b>Information shared</b> Transfer knowledge to advance the work.</p>	<p>Provide status reports or educational presentations.</p>	<p>Discuss potential relevance of knowledge transfer for the work.</p>	<p>Identify implications from knowledge transfer and use to advance the work.</p>
<p><b>Ideas generated</b> Brainstorm and explore possibilities.</p>	<p>List new ideas.</p>	<p>Identify which new ideas to explore.</p>	<p>Prioritize new ideas using agreed-upon criteria.</p>
<p><b>Problem solved</b> Overcome obstacles to advance the work.</p>	<p>Identify causes and brainstorm ideas to address them.</p>	<p>Evaluate ideas and develop robust recommendations for solving problems.</p>	<p>Make commitments to implement selected solutions.</p>
<p><b>Feedback/input secured</b> Gather information to improve the work.</p>	<p>Share feedback and/or improvement suggestions.</p>	<p>Explore feedback and identify implications for work.</p>	<p>Agree on revisions to work in response to feedback.</p>
<p><b>Strategy/Action Plan developed</b> Decide what to do to achieve results.</p>	<p>Identify potential activities.</p>	<p>Define desired destination and key steps to get there.</p>	<p>Sequence and schedule actions, identifying any critical path dependencies,</p>
<p><b>Decisions made</b> Make choices together about what to do.</p>	<p>Make a decision.</p>	<p>Each person commits to support the decision.</p>	<p>Hold each other accountable for implementing the decision.</p>
<p><b>Conflict resolved</b> Address dynamics that inhibit progress.</p>	<p>Acknowledge and describe conflict.</p>	<p>Identify and explore sources of conflict.</p>	<p>Commit to actions to resolve conflict.</p>
<p><b>Accountability strengthened</b> Publicly report progress on commitments.</p>	<p>Report progress on commitments.</p>	<p>Report progress and identify areas needing improvement.</p>	<p>Report progress and problem solve how to either get back on track or sustain momentum.</p>

<p><b>Progress recognized</b> Acknowledge what has been accomplished.</p>	<p>Review milestones.</p>	<p>Celebrate progress or admit lack of progress on milestones.</p>	<p>Include key stakeholders in celebration or postmortem.</p>
<p><b>Commitments to action made</b> Publicly say who will do what by when.</p>	<p>Say who will do what.</p>	<p>Say who will do what by when.</p>	<p>Say who will do what by when and set quality expectations.</p>

Pillsbury, Jolie Bain, Ph.D. Results Based Facilitation; Foundation Skills Book 1: Moving from Talk to Action. 2nd Ed. Sherbrooke Consulting, Inc. Arlington, VA. p 127.