

RBF Model: Elements of a Results Meeting

❖ **Results Agenda: Primary Task (s) of the Meeting**

Send agenda prior to meeting. Tie conversations and decisions from one meeting to the next meeting. Name meeting result, meeting purpose on the agenda.

❖ **Container: Focuses participants to the work**

Send meeting pre-work, meeting room space, composition analysis of attendees (person, role, system), define meeting purpose, collaborative co-design, 3R Meetings: aligning results, relationships and resources, prepare materials and food.

❖ **Check-in: Joins the participants to the work**

All participants check in to the meeting, effective questions are posed that focus on meeting result and check on how each person is doing.

❖ **Accountability Conversations: Reveal Progress**

Focus on population level outcomes, review aggregate data, review current organizational and collective strategies, develop hypotheses from the data about what is working and what needs work, develop strategies based on hypotheses to design efforts that align organization level outcomes to population level outcomes.

❖ **Meeting Work: Conversations moving from talk to action**

Facilitator holds neutral facilitator role, gives the work back to the group, uses effective questions, B/ART (boundaries of authority, role and task) for role clarification and group dynamics, intentionally uses appreciative openness welcoming all ideas, use flip chart to capture the conversation, listens for/looks for alignment, common themes or

energy, sequence, synthesize and summarize comments, identify mental models, name conflicts, convergence of ideas, uses proposal based decision making, uses situation-behavior-impact feedback model, keeps a time limited fast pace to discussion, break into small groups to generate ideas then share out ideas with the larger group.

❖ **Action Commitments: Actions moving forward**

Participants make impactful action commitments aligned to the work that makes a difference in moving the population level results.

❖ **Check-out: Meeting Completion**

Close the meeting with a question about what stands out from the conversation and important takeaways or learnings. Make plans for future meeting, next steps, future conversations and implementation of new strategies.