



“Navigating the Meeting Jungle.”

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Collaborative Planning Tools

Heidi has a proven track record with extensive experience in applying collaborative tools to plan projects, resolve problems, foster accountability and build high performing teams. Here is a sampling of collaborative tools that she will help you master.

All tools pull out the most important points to consider. These tools are highly participatory allowing everyone in your organization that wants a voice to have one directed toward a positive intent. They tap the wisdom and creativity of the team to ensure your organization is successful.



Tools to Examine and Reflect – These tools shed new light on your organization’s situation. They help you dig below the surface to see what is really going on to resolve the problem. Some examples of these tools are:

- The Focused Conversation
- Organization Change Readiness Assessment
- Problem Solver Template

Linking tools – These tools build successful projects and strategies. They help to effectively collaborate and build solid plans for project initiatives and strategic plans that are implemented.

- The Consensus Building Workshop
- Strategic Planning
- Accelerated Action Plan

Team Building – These tools facilitate effective teamwork. They address the challenges of geography, ability, personality and motivation. Some examples of these tools are:

- Virtual Meetings
- Whole Brain Model & Diversity Game
- Open Space

Tools to Drive Change and Resolve Problems – These are tools to resolve immediate problems and issues on the fly. They assist you in coming at the issues in new and creative ways. Some examples of these tools are:

- Solutions Template
- Creativity Tools
- Sticky Wall

Tracking Tools – These tools measure progress & foster accountability. They offer quick methods to keep everyone informed and to determine next steps. Some examples of these tools are:

- Commitment Ladder
- Team Project Check-in Template
- Traffic Report

Feedback Tools – These tools inform your business and industry so you can be ready for what is coming next. They ensure you are looking from many perspectives in implementing strategy. Some examples of these tools are:

- 10 Approaches to Environmental Scanning
- Circles of Involvement to Determine Key Stakeholder Relationships
- Case Studies such as Government Works: Profiles of People Making a Difference

Tools to Create Lasting Change – These tools enable honesty by cutting through the crap to repair systemic organizational problems. They resolve individual and group conflicts. Some examples of these tools are:

- Conciliation and Dispute Resolution
- Compassionate Communication & Non-violent Communication
- The Drama Triangle