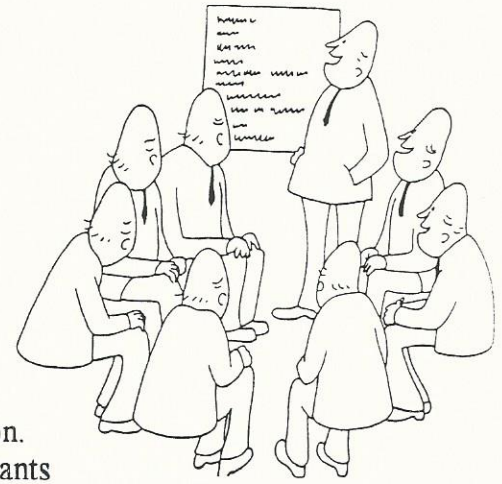


MEETING PROCESS TO STIMULATE DISCUSSION



The success of any meeting depends on the quality of the discussion. An atmosphere of free exchange can be created only when participants know that a mutual sharing of opinions and ideas is welcome. The skillful use of questions will encourage discussion. Make sure to include questions from all the four levels described below.

Meeting Questions Should Always Ask Participants About

- Facts and Information
 - What exactly happened?
 - Who said what?
 - What is our experience about the subject?
 - What is contained in the proposal under consideration?
- Personal Reactions, Internal Responses, Feelings and Associations About the Facts
 - What do you like about the proposal?
 - What bothers you about the proposal?
 - Where have you experienced something similar in the past?
 - What excites you about the subject?
- Meaning, values, significance, and implications
 - What is the significance of the proposal?
 - What are the reasons to proceed?
 - Where might there be problems or difficulty with the proposed solution?
 - What are the pros/cons?
 - What modifications would strengthen the solution?
- Resolution, consensus, decision and action.
 - How shall we proceed given all this information?
 - What will be anticipated timeline?
 - Is there agreement that we should proceed in this manner?
 - What are the next steps?
 - Who will draft the announcement?

From The Art of Focused Conversation by R. Brian Stanfield, ICA Canada (416) 691-2316