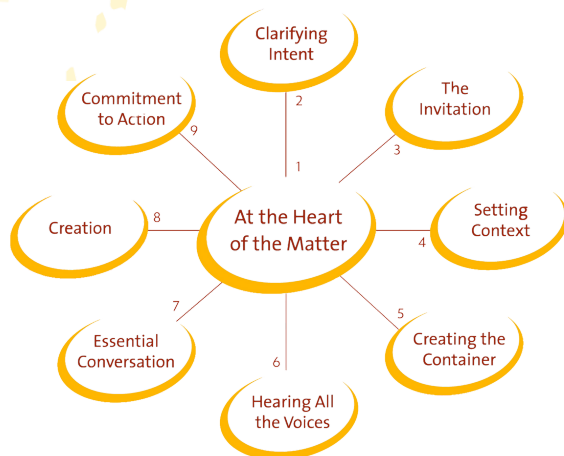


# GREAT MEETINGS & CONVERSATIONS

## Checklist

- ☒ Define a clear purpose & success factors
- ☒ Create the agenda with Essential Ingredients\*
- ☒ Craft an invitation that reflects purpose & intent
- ☒ Establish safe meeting space
- ☒ Hear all the voices
- ☒ Create essential conversation
- ☒ Call for a commitment to action



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2024 Center for Purposeful Leadership

## Creating Spaces of Welcome, Safety and Belonging

- ☒ **Listen:** With respect for everyone's voice
- ☒ **Slow Down the Conversation:** Allow pauses between the speakers;
- ☒ **Hear All Perspectives:** Invite each voice to be heard
- ☒ **Suspend Certainty:** What don't you know? What isn't being said?
- ☒ **Explore New Ways of Thinking and Being:** Look for and expect surprises
- ☒ **Ask for Confidentiality:** Don't share someone's story without their permission
- ☒ **Take Space/Make Space:** Make time for others to have space to speak.
- ☒ **Presume Positive Intent** and acknowledge the impact

