

Agendas:

Formal and Informal



Why use Agendas?

Agendas appeal to all personality types:

- The powerful dominant personality feels you are not wasting their time and that you can be taken seriously.
- The process driven personality type loves process and here you are giving them one.
- The extraverted talker type would never do this so it is great that someone else has.
- The safety orientated personality type likes to know what is going to happen – it makes them feel safe.

There are two versions, a pretty **informal** version and a more **formal** version. Use a version (and create your own) that works for your own personality type

Keep part one (on you) brief and focus on them.

You will notice that part two (about them) has blank spaces. Ask the client to include anything they feel is important for your discussion.

They will list out all the hot points for you – no more guess work.

An Agenda for Meeting (Formal)

Present: a)

b) Bill James – Director / Speaker

Inspired Learning Systems – A Brief introduction.

1) A few thoughts to share:

- .***
- .***
- .***
- The decision making process.***
- Timing.***
- Budgetary considerations.***

2) Exploring options

- Observations.***
- Initial suggestions.***

3) Where to from here?

- What actions next?***
- By who?***
- By when?***
- Making the next appointment.***



An Agenda for Meeting (informal)

Present: a) _____

b) Bill James – Director / Facilitator

1) Why are you listening to me?

2) It's about you:

- What is your current situation?***
- What are the goals and what do you want?***
- What concerns you most?***

3) Is there an area we can work on?

- Observations.***
- Initial suggestions.***

4) Where to from here?

- What actions next?***
- By who?***

By when?

Making the next appointment.



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