

KINGBRIDGE MEETING DESIGN TOOL

*A reference tool to help enable the collective intelligence
to emerge in group engagements*

IDEAL FOR :

STRATEGIC PLANNING

IDEA GENERATION

PROBLEM SOLVING

INNOVATION

*“Large groups of people are smarter than an elite few,
no matter how brilliant....”*

~James Surowiecki, The Wisdom of Crowds

OUTCOMES

Move from individual agendas to common interest goals

Improved engagement and communication

Innovative strategies and solutions

Creation of a unified vision

Learn the value of inquiry

Build trust

Cross functional and inter-professional collaboration

Productive conversations leading to more efficient problem
resolution

Multi-generational engagement and collaboration

Sustainable solutions

BEFORE MEETING

DURING MEETING

AFTER MEETING

OBJECTIVE

ACTION

OBJECTIVE

ACTION

OBJECTIVE

ACTION

Identify purpose and desired outcomes

Analyze issues and survey stakeholders. Also, clarify what the meeting will NOT focus on and accomplish.

Customize environment

Arrange physical space to best allow groups to self organize and feel comfortable.

Keep group connected

Provide opportunities for group to stay active in continuing conversations and pursuing /elaborating on ideas seeded at the event. Wikis, blogs and discussion groups can be used to support this objective.

Create a strategy for measuring outputs

Assess the current state of processes, behaviours and results

Establish context

Clarify purpose, desired outcomes, process and focus

Keep group informed

Web pages, wikis, blogs, video and other tools and references can be used to keep all stakeholders informed of outcomes and progress.

Establish attendee base

Seek diversity and representation from stakeholders that bring multiple perspectives.

Connect attendees

Offer discussion guidelines and tools. Possibly assign ice-breaker exercise.

Monitor outputs

Compare results and behaviour to pre-meeting conditions through progress checks.

Nurture personal connections and inclusiveness

Send personalized invitations and ask each participant to share their questions and special expertise with the group

Ensure engagement

Promote interactivity! The audience must have ample opportunity to engage and discuss.

Course correct

Alter plan if warranted.

Share purpose

Make content available through tools such as blogs and social media.

Mitigate impediments

Moderate discussion and allow for independent thought vs. "group think"

Define conclusion

Share results, and determine if further follow-up is necessary.

Begin dialogue to allow for meeting time to be spent more productively

Foster advanced discussion with tools like wikis and social media

Aggregate data for analysis

Record and collect inputs. Technologies such as Decision Support Software or simple visuals can be used for efficient aggregation. This will also highlight areas where differences or confusion may exist.

Ensure Effective Dynamics Exist

Assemble group of different backgrounds and skill levels

Allow for cognitive diversity

Allow for different perspectives

Allow for debate

Good decisions often emerge from conflict

Restrain leaders from imposing opinions

Cultivate effective group dynamic

Profile the group through survey and forecast possible scenarios and prepare strategies to mitigate foreseen impediments stemming from personality dynamics and perceptions

Monitor progress

Conduct periodic progress checks to ensure objectives are being met. Collaborative tools such as Audience Response can optimize this process.

Design agenda

Integrate objectives and logistical/ritual considerations. Review emergent themes from advanced discussions to ensure all needs are addressed.

Define next steps

Outline deliverables, assign tasks and deadlines.