



1 CHECK-IN ROUND – Getting present in the meeting by sharing how you are
The Facilitator asks: “What is your check-in?”

2 CHECKLIST REVIEW – review recurring actions and build habits
The Facilitator reads a checklist and asks the role(s) for a “yes or no“, no discussion

3 METRICS REVIEW – know how your circle is doing
The Facilitator reads a metric and asks the role(s) for the number and a short explanation. Questions are ok, but no discussion

4 PROJECT UPDATES – progress of work
The Facilitator asks each person/role/project for an update. Focus on the change that is relevant for everybody to know. If nothing happened, than a “no update” is sufficient. Questions are ok, but no discussion

5 BUILD AGENDA – A list of topics to discuss
The Facilitator asks: “Who has a point for the agenda?”
The Secretary captures with 1 or 2 words per item

6 PROCESS AGENDA – tensions processed into clear next steps
All items are processed by the Facilitator. You can add points continuously.
It is not required to find a full solution for each item. You just have to get to a point you can move forward after the meeting (action over perfection)
Agenda items are processed one by one following these steps:

A The Facilitator asks: “What do you need?”

B The owner of the point involves others (see backside)

C The Secretary captures outcomes if needed

D The Facilitator asks: “Did you get what you need?”

7 CLOSING ROUND – Reflect on the meeting to learn and close
The Facilitator asks: “What is your reflection on the meeting?”

6B 5 PATHWAYS TO GET WHAT YOU NEED



REQUEST A NEXT-ACTION

An action is a single physical/visible act that moves something a step forward



REQUEST AN OUTCOME/PROJECT

A project is an endpoint (outcome or goal) that requires one or more concrete actions to complete or achieve



REQUEST INFORMATION/HELP

Request data, opinions, ideas. To gain clarity so you can move forward in your role



SHARE INFORMATION

Announce or share any information that you need the Circle to know



TRY TO SET A NEW EXPECTATION

Expectations can only be set in Governance meetings. Capture in this Tactical meeting who will bring this tension to a Governance meeting

A combination of the above options is of course also possible to address your tension. Its all about getting you what you need.

6B Example questions – for the Facilitator to get from a tension to an action

- What do you need?
- What is the Next-Action?
- To which role do you ask this?
- From which role do you ask this?
- Is there a role that can make a decision about this?
- Is this a one time action or is it something recurring?
- What else do you need?
- Is it an action or a collection of different actions that belong to an outcome?
- Is by capturing this action your tension sufficient addressed for now?
- Does it fit your role to take up this action/project?
- Is the description ok for you to accept?
- Do you maybe want to add a topic to the agenda?