Think Fast Talk Smart

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Key Takeaways

Design With Intention
Start with what you want people to know, feel, and do, then work backward to design the experience.

Set the Stage
Establish clear expectations so everyone is aligned on the purpose and desired outcomes.

Read the Room
Pay attention to body language, participation, and group dynamics to ensure people feel included.

Activity 1

Start at the Finish Line

Think of an upcoming meeting or event. Write down what you want participants to know, feel, and do by the end. Then work backward to identify what needs to happen during the experience to achieve those outcomes. How does starting with the outcome change the way you plan?

Activity 2

Create Your Opening

Before your next meeting, write a short opening statement explaining why everyone is gathered, what the conversation will focus on, and what you hope to accomplish. Use it to establish expectations in the first few minutes. How did having clear expectations affect the conversation?

Activity 3

Remember and Revisit

During your next meeting or group conversation, take notes on important comments, meaningful quotes, or recurring themes. Later, bring those points back into the discussion to acknowledge what was shared and connect it to the bigger conversation. How did revisiting someone's contribution change the way they participated?

Today's Tip: Become a Student of Facilitation

Watch someone lead a meeting, interview, or group discussion. Pay attention to how they open, when they pause, how they bring others into the conversation, and how they move things forward. Identify one technique you can practice in your own conversations.