

# The Work Session Details



- Establish and confirm meeting objectives.
  - Translate meeting objectives into a plan for accomplishing work (i.e. agenda design).
  - Determine appropriate meeting approach, format and logistics.
  - Communicate prior to the meeting to encourage participant readiness.
  - Ensure that the right people are in attendance to accomplish the objectives.
  - Ensure the right materials are available for input.
- Create an environment that encourages full participation of participants.
  - Get people engaged and participating productively during the meeting.
  - Capture / Build the deliverables.
  - Review key decisions, check for understanding and commitment.
  - Confirm next steps prior to adjourning.
- Communicate meeting results.
  - Incorporate meeting outcomes and next steps to maintain project momentum.
  - Continue to manage meeting action items to completion.
  - Obtain and incorporate meeting feedback to continuously improve the meeting process.