

# CHECKLIST FOR THE DESIGN OF LEARNING PROCESSES OR MEETINGS

*Is process the invisible flow of learning both individual and collective?*

## **Before the process – meeting**

Preparation (Purpose: to create focus and prepare for the meeting/process)

- Get the participants' "meaningfulnesses" on the table
- Assess needs
- Identify burning questions
- Clarify purpose, goals and methods
- Send out an invitation with a clear purpose
- Prepare logistics and material
- Prepare yourself as host (over-prepared and under-structured)
- Make the room/space yours

## **The process – the meeting**

*1. Opening of the meeting/process (purpose to create a "safe space," acceptance, meaning and overview*

- Define context: "The greater context ... the many aspects, conditions and relations that surround a certain situation or case and that contribute to defining or determining which meaning to give to the situation."
- Define purpose, short- and long-term
- Framing: Set boundaries and "givens"
- Check in — physically, mentally, emotionally — so everyone's voice is heard and everyone is present.
- Share expectations — and hopes for outcomes
- Share meeting design/structure or create a shared agenda

*2. The meeting/process*

Choice of content (what) and process/method (how) in relation to purpose, target group and the desired outcome.

*3. Closing the meeting/process (purpose: summary/wrap up, conclusion, closing)*

- Review results, decisions
- State conclusions
- Determine agreements
- Check out (personal)

## After the meeting/process

*Follow-up (purpose: review, learning, anchoring)*

- Review of experiences and results
- Evaluation
- Learning
- Anchoring of the meeting/process
- Full stop ... or beginning

*“Learning Ecology”*

Documentation of content and process (purpose: to maintain and anchor common/shared knowledge, insights, agreements — to feed knowledge back into the “system,” so it is not lost and so it is possible to further build upon the knowledge that is already present and to create a shared memory).

## Other possible ingredients

*Disturbance*

It is important that there is a good amount of disturbance. The disturbance can be so small that it doesn't move anything or really challenge, and it can be too much, so that it is rejected as too overwhelming.

*The ability to handle chaos* — the courage to stand in chaos

*To dare let go of control*

*Variation* — in rhythm, content, methods, process

*Experience-based* — “Tell me and I will forget, show me and I will remember, involve me and I will learn.”

*From head to feet* — personally meaningful — mentally, emotionally and action-wise

*The hosting*

- Show up
- Be present
- Speak your truth
- Get out of the way

*Different types of meetings/processes*

### *Different purposes*

- Show up
- Learn processes
- Develop ideas, innovate
- Dialogue
- Experience sharing
- Find consensus
- Build team
- Have information meetings
- Have planning meetings
- Distribute tasks
- Have decision making meetings
- Have problem-solving meetings
- Have clarification meetings

### *It is important to let the purpose shape the meeting*

A key is to understand whether the meeting has a pre-determined content — does it need to have a formal structure (Ex. the group wants to agree upon or make a decision around a predetermined issue/content) — or is the purpose of the meeting to explore, inquire, develop ideas or in other ways make space for co-creation and development — in other words, let a new content emerge and have an open structure?

<b>Types of meetings</b>	<b>Formal structure</b>	<b>Open structure</b>
<b>Creative</b>	(Directed/“controlled”) Design and planning meetings	Idea-generation meetings, brainstorming, development meetings
<b>Learning</b>	Education Information meetings	Interactive processes Dialogue meetings Experience sharing
<b>Decision making Common ground</b>	Decision making meetings	Council

Source: InterChange’s on-line resources: <http://www.interchange.dk/resources/checklistfordesign/>