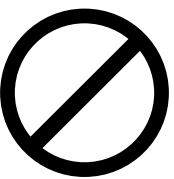




Offline



Stop

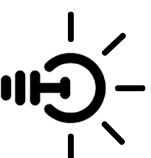
4



Things you like about the meeting



Ideas you have to improve the meeting



Things you don't like about the meeting



Questions and open points about the meeting



3



## KNEE-KILLER CONCORDIUM



When you run these meetings, your "knees start to hurt" because they are low in value for at least some participants and are also not structured well for the purpose of the meeting. Put meetings into this quadrant to find alternatives.

2

## GAMEPLAN GLITCHES



Everyone love playing "ball": These meetings have a high value for the participants. But wait! Which ball game are you actually playing? Nobody knows, these meetings are fun, but messy, the structure doesn't suit the meeting purpose.

## MAPPING BOARD

## CHAMPION STANDARD



These are the meetings that take you all the way to the olympic games. They have a high value for all participants and their structure suits the purpose. These are the meetings you can learn from.



COREFIT BOARD (RIGHT SIDE)

## ATMOSPHERE

An adequate atmosphere is key for impactful meetings. The "right" atmosphere depends on the purpose of the meeting as well as on the needs of the participants.

## AGENDA ELEMENTS

The meeting structure supports participants in understanding what to expect from the meeting and how to prepare. Agenda elements are needed to achieve a clear outcome.

## ROLES

"Why exactly am I here in this meeting? And who facilitates?" If you know this situation, it could be useful to think about clear roles and responsibilities.

PLACE THE TOP OF  
THE ATTRIBUTE CARDS HERE

PLACE THE TOP OF  
THE ATTRIBUTE CARDS HERE

PLACE THE TOP OF  
THE ATTRIBUTE CARDS HERE

COREFIT BOARD (LEFT SIDE)

PLACE THE MEETING CARD HERE

PLACE THE STICKY NOTE WITH  
MEETING DURATION, FREQUENCY,  
PREFERRED LANGUAGE  
AND PARTICIPANTS HERE

**CHANNEL**

Which channels are used to run the meeting? Focus on the time during the meeting.

**PURPOSE**

A clear purpose is key for impactful meetings: Keeping this in mind provides you guidance on how to set the atmosphere as well as the structure of a meeting.

PLACE THE TOP OF  
THE ATTRIBUTE CARDS HERE

PLACE THE TOP OF  
THE ATTRIBUTE CARDS HERE