



Agenda Mapping

a guide to developing a collaborative agenda

Task	Communication Strategies
Identify Issue of Focus	<u>Open ended question</u> - What brings you here today? - How can we best spend our time? - What are you thinking we should talk about today?
Demonstrate Understanding	<u>Reflection:</u> - OK, so you would like to work on/talk about... - It sounds like you are interested in discussing... - You are really wanting to talk about or start working on...
Brainstorm Agenda & Map Out Agenda	<u>Open ended questions & reflections:</u> - What are some types of things that would be helpful to talk about regarding that? - What smaller steps could we talk about that would be helpful? - What parts of that could we talk about today? <u>Add your items after you ask permission or provide explanation:</u> - Would it be OK if I added something? - I am thinking of something, can I add?
Identify Most Important Issues, Priority Issues, Relevant Issues, etc.	<u>Summarize conversation and request person to narrow down choices:</u> - So we came up with a pretty good list [summarize all of the items]. <i>What sticks out to you?</i> <i>What would be helpful to talk about?</i> <i>Which ones of these seem really important or relevant?</i> <u>Use scaling questions (for each top 3 items):</u> - On a scale of 1 -10 where ten is most important, how important is this change? - On a scale of 1 -10 where ten is most confident, how confident are you in making this change?
Finalize Agenda	<u>Summarize issues with a focus on important issues</u> <u>Ask Permission or give explanation if you need to add an item</u> <u>Gather commitment through collaborative decision making</u>





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- 5 Ask Before Adding
- 6 Finalize Agenda

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