

narativ

Creating a Dedicated Time and Space for a Meeting



BEFORE THE MEETING

The frame

1. Refresh your purpose for a meeting with the question, "Why story? Why now?" You might even ask, "Why meeting? Why now?" This question creates clarity and direction.
2. Set an intention. What is the goal of your participation in this meeting? For example, clarity, strategy, victory, or budgeting. Setting intention creates deeper engagement.

The space

1. Find a space that is available at least 5 minutes before and 5 minutes after the meeting time
2. Identify the obstacles that may get in the way of this meeting and anticipate them as best you can (temperature, noise level, lights too bright / dim, cellphone notifications, etc.)
3. Is the space big enough to accommodate everyone? Are there enough seats?
4. Address and release the above obstacles
5. Ensure the space will remain private for the duration of the meeting



Invite participants

1. Set the time and duration of the meeting
2. Send invitations to the meeting with the time, location, and duration
3. Identify who will be the dedicated note taker and timekeeper*
4. Decide if the meeting will be audio recorded
5. Think of yourself as a host at a dinner gathering: What would your guests need?

* *Timekeeping is integral to Narativ's listening and storytelling paradigm. By creating known limits or boundaries as to the duration of the speaker's comments and/or attendees' own response time, it sharpens everyone's listening. In our workshops, we keep actual time and the timekeeper will indicate remaining minutes to the speaker. However, timekeeping can be interpreted as a principle used to provide structure without requiring minute-to-minute monitoring.*



DURING THE MEETING

1. Distribute the agenda
2. Remind people of the end time of the meeting
3. Let everyone know there is a dedicated note taker and dedicated time keeper (that may be the same person)
4. Give each attendee up to a minute to identify and release his or her obstacles to listening
5. Ask each person to say a one-word intention for the meeting
6. Remind everyone to utilize the What happened? method wherever appropriate when they participate in discussion
7. Keep 5 minutes at the end to identify action steps to which participants will commit

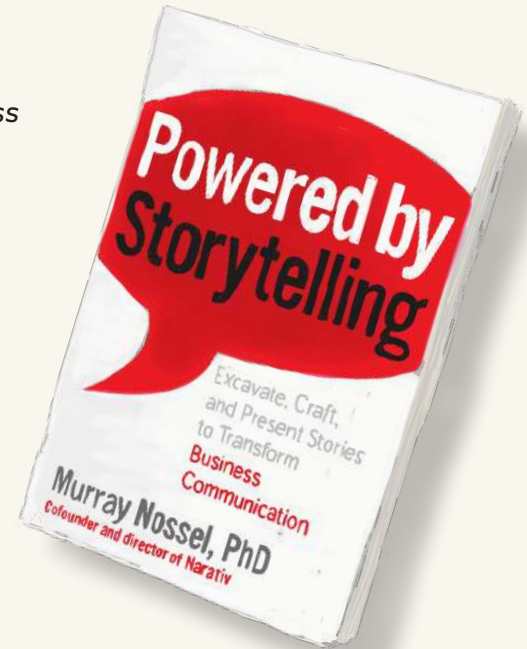


AFTER THE MEETING

1. Ask the dedicated notetaker to summarize the main points and follow up action steps
2. Share the notes and / or recording of the meeting with the group
3. Encourage open reflections on what transpired and further communication if necessary



The practice of Creating a Dedicated Time and Space is drawn from Murray Nossel's listening and storytelling method as presented in, *Powered by Storytelling: Excavate, Craft and Present Stories to Transform Business Communication*. Available wherever books are sold.



THE NARATIV TEAM



We are listening!

Everything we do at Narativ begins with listening. Whether we are in a meeting, leading a workshop, or talking with a client, listening lays the groundwork for the best storytelling. We are ready to listen when your next need for storytelling presents itself.



CONNECT WITH YOUR AUDIENCE

Contact Us

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