**Logo, company name

Description automatically generatedGroup Meeting Skills Checklist**

**Coach Name:** Click or tap here to enter text.

**Microsystem Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| Behavior | Never | Occasionally | Often |
| 1. We suggest a procedure for the group to follow, or a method for organizing the task |  |  |  |
| 1. We suggest a new idea, new activity, new problem, or new course of action. |  |  |  |
| 1. We attempt to bring the group back to the agenda with joking, personal stories, or irrelevant talk goes on too long. |  |  |  |
| 1. We suggest, when there is some confusion, that the group make an outline or otherwise organize a plan for completing the activity. |  |  |  |
| 1. We initiate attempts to redefine goals, problems, or outcomes when things become hazy or confusing |  |  |  |
| 1. We elaborate on issues with concise examples, illustrations. |  |  |  |
| 1. We suggest resource people to contact and bring in materials. |  |  |  |
| 1. We present the reasons behind my opinions. |  |  |  |
| 1. We ask others for information and/or opinions. |  |  |  |
| 1. We ask for the significance and/or implications of facts and opinions. |  |  |  |
| 1. We see and point out relationships between facts and opinions. |  |  |  |
| 1. We ask a speaker to explain the reasoning or what tools were used to lead him/her to a particular conclusion. |  |  |  |
| 1. We relate our comments to previous contributions. |  |  |  |
| 1. We pull together and summarize various ideas presented. |  |  |  |
| 1. We test to see if everyone agrees with, or understands, the issues being discussed, or the decision being made. |  |  |  |
| 1. We summarize the progress the group has made. |  |  |  |
| 1. We encourage other members to participate and try to unobtrusively involve quiet members. |  |  |  |
| 1. We actively support others when I think their point of view is important. |  |  |  |
| 1. We try to find areas of agreement in conflicting points of view and try to address the cause of the problem (e.g., “How could we change our solution so that you could support it?” or “It sounds to me that we all agree to X, Y, and Z.”) |  |  |  |
| 1. We use appropriate humor to reduce tension in the group. |  |  |  |
| 1. We listen attentively to others’ ideas and contributions. |  |  |  |
| 1. We use appropriate technology. |  |  |  |
| 1. We have determined Ground Rules to help guide our behavior and decision making in meetings. |  |  |  |
| 1. We use meeting roles in our meetings. |  |  |  |
| 1. We use structured, timed agendas in our meetings. |  |  |  |
| 1. We use tools for setting priorities, such as multivoting and brainstorming. |  |  |  |
| 1. We use cause and effect tools such as fishbones. |  |  |  |