



- 10:40      Reconvene big group to debrief
- Each group shares ideas generated in their discussion
- 11:00      Group discussion:
- Given that these are the types of changes the CHS Board wants to generate, what are some strategic steps to begin taking in that direction?
- 11:50      Next steps towards future strategic planning, and closing remarks
- 12:00      Adjourn

#### **GUIDELINES FOR PRODUCTIVE MEETINGS**

- **Participate fully.** It is acceptable to disagree. Everyone should have the opportunity to state his or her own views, regardless of rank or other differences.
- **Work on the problem.** Put other issues or differences aside. Show respect for each other.
- **Focus on interests, not positions.** Explain why you favor a particular course of action. Invite questions so you can explain your reasons fully. Balance advocacy and inquiry.
- **Share all relevant information.** Agree on what important words mean. Discuss “undiscussable” issues.
- **Stay focused.** Discuss a topic long enough for everybody to be clear about it.
- **Decide how the group will make decisions.** Strive for consensus.

Adapted from *The Skilled Facilitator: Practical Wisdom for Developing Effective Groups* by Roger Schwarz