

Conversation Design Template

CONTEXT

Explain the business context for today's gathering. Write as much as needed in support of enabling everyone to understand the context, setting the tone for what this conversation entails.

FUNCTION(S)

Explain which combination of the seven meeting functions brings us here today and why (share information, advance thinking, solve problems, ask for feedback, teach, build community, make decisions)

SUCCESS

Define what success looks like for our time together

LENGTH

Explain how much time will be allotted for our work

PARTICIPANTS

Identify who will be joining us and why

TIME	TOPIC	ACTIVITY
Define time for each topic	List each topic to be discussed	What type(s) of activities will support how we might discuss a topic?
25 minutes	Review key business metrics	- Each team will have 5 minutes to present on their area of the business. - Then, teams will generate key questions on sticky notes and place on whiteboard. - The whiteboard is divided up into categories that correlating sticky note questions should be placed. - We'll organize the stickies into sub themes; then, in our next section we'll prioritize questions to answer.
35 minutes	Unpack questions from whiteboard	We'll do a quick vote for most important question to answer, then start facilitating Q&A with the group.