

Match different meeting types with the most appropriate tools.

Planning Meetings

- Corporate Planning
- Generate new ideas
- Visioning the future
- Strategic planning

Implementation Meetings

- Project Meetings
- Solve problems
- Working together more effectively
- Get things done
- Precinct meetings

Sustainability Meetings

- State of the Environment engagement
- Biodiversity and bush care initiatives
- Sustainability meetings
- Sustainability Street initiatives

- Climate change adaptation programs (internal and external)
- Waste education programs
- Environmental training events
- Environmental education in schools projects
- Community garden development

Formal meetings

- Advisory panels
- Committee meetings
- Budget meetings
- Supporting grant applications

Semi-Formal meetings

- Summits
- Conferences
- Large scale meetings
- Community panels and committees

Change Management Meetings

- Merging organisations or departments
- Change meetings
- Closing a business unit or branch
- Restructure the organisation

Informal Meetings

- Engaging with the community at local fetes
- Local business forums
- Town hall meetings
- State of the nation
- Kick off a new year or venture
- CALD workshops and engagement strategies
- Community engagement
- Mixed groups meetings
- Brokering community and stakeholder relationships

Tool Selector

	Core Tools <i>*Engagement & Collaboration with community [external] and internal</i>		Implementation Tools Integrated Tool [QUEST] <i>*Delivery Program</i>		High Level Tools <i>*Community Strategic Plan</i>
Engagement Tools *1. Involve 2. Consult 3. Inform	1.	Questions <ul style="list-style-type: none"> • Strategic Questioning • Positive (Appreciative Inquiry) • Other Questioning Models [NVC, Type, Focus] 	Q	Focusing Question <i>[Collaborative change starts with well formed questions]</i>	A. Pre Planning <ul style="list-style-type: none"> • Current Reality • Workshop Planning Tools B. Visioning Workshops <ul style="list-style-type: none"> • Purpose [Core Purpose; Higher Purpose] • Vision [True Vision; Dreams] • Goals [Short, med, long; BHAG] C. Values Workshop D. VeSPA One Page Plan
	2.	Conversations <ul style="list-style-type: none"> • Dialogue • The World Café • Other Conversation Models [Negotiations, NVC, AI,] 	U	Uncover the Truth <i>[understand and acknowledge diverse needs; engage in deep focused, truthful dialogue]</i>	
	3.	Visualisation [Working on Walls] <ul style="list-style-type: none"> • The Great Wall • Art Gallery • Other Visualisation Models [Mind Maps, Pin Boards, Sticky Walls] 	E	Explore Options <i>[Consolidate strategic themes; clusters reveal potential projects]</i>	
Collaboration Tools *4. Collaborate 5. Empower	4.	Self Organisation <ul style="list-style-type: none"> • Open Space Technology • Self Organising Meetings • Serious Team Games 	S	Step-Up Champions <i>[self-organise volunteer project champions]</i>	
	5.	Actioning <ul style="list-style-type: none"> • Action Planning Worksheets • Prioritisation Worksheets • Getting Things Done 	T	Traction Project Meetings <i>[First project meeting is held at the implementation workshop]</i> <ul style="list-style-type: none"> • Projects + Priorities 	

*IAP2 Public Participation Spectrum