




OPENING

- Opening Round**
 - ✔ Check in
- Admin**
 - ✔ Attendance
 - ✔ Duration
 - ✔ Minutes
 - ✔ Information
 - ✔ Next meeting
- Consent to agenda**
 - ✔ Yes

Useful tip:

We can speed up consent with hand signals:

-  Consent
-  Consent & I have a question
-  I don't consent & here's an idea

REPORTING

- Presenter shares report and shares what it is they want the group to understand
- Question round: each member can offer:**
 - A brief reflection
 - Let us know if they have a clarification point
 - Confirm if they understand
 - Gather then names of the members with clarification questions (collect all the questions).
 - Presenter answers all at once
 - Check everyone understands

EXPLORATIONS

- Presenter shares content-focus is on what they are seeking opinions about
- **Clarification** round: gather all the questions & respond all at once
- Check everyone understands & is happy to proceed to
- **Reaction** round - members can share their thoughts about what they think is important
- All of this is noted
- Facilitator shares & quick appreciation of what has been said
- Some things might come up that need to go on the backlog.

DECISIONS

- Presenter shares content - focuses on what they need a decision on
- Clarification round
- Reaction round
- Facilitator prepares group for a decision
- Consent is as follows:
 - ▶ Yes, unreservedly
 - ▶ Yes, in principle
 - ▶ Yes, with questions
 - ▶ No
- In principle & with questions may result in amendments to the proposal and 1 or more backlog items
- Facilitator - quick appreciation
- Summarise (amended) proposal
- Summarise decision
- Proceed

Just like you would for **explore**

POWER SHIFTING MINI MEETINGS GUIDE (with secret powershifting charter!)

Main part

- Backlog
- Check out & feedback

Main part

- Report - everyone understands
- Explore - everyone's ideas are heard
- Decide - decision is made

Opening Round

- Check in
- Admin
- Consent

CLOSING ROUND

- Finishing the meeting with & check out questions that help gather feedback
- Encourage appreciation
- Finish with words of appreciation & feedback about the impact of **being co-operative**
- Close the meeting

BACKLOG

During the meeting, things may come up which were not directly relevant to the main topic but which were **important**

These items are for the backlog

- It can be used to shape future agenda items
- It can help to drive actions
- It can help to identify patterns, themes or risks
- These things can influence change

A CHARTER TOWARDS HEALTHIER POWER

WILLING TO MAKE MISTAKES /CHANGE DIRECTION

- Entanglement
- Experiment & Learn
- Complexity
- Co-produce

HOSPITALITY

- "less anxiety, more connection"
- We come as we are
- We are valued
- We are welcome here
- We are supported

ACCESSIBILITY

- Committed to being responsible
- Look for, find and respond to barriers
- Space for different thinking & learning
- Plain language

KINDNESS

- Kindness for: yourself, the resources, the group, the organisation, for others, for the planet
- Willing to: Sit in discomfort, work through it, do no harm, recognise where harm happens, centre the needs of the harmed,

COLLABORATION

- Richness of each
- Creating our way of being together

CONFLICT

- Humour
- Be mindful of capacity

SELF-RESPONSIBILITY

Everyone is responsible for: What they share, what they do, their emotions and what they need to do, asking questions, to object, being honest with others and ourself

SECURITY FRAMEWORK

- Upholding expectations about behaviour
- Investing in building trust
- What is included?
- How do you get in?
- How do you get out?
- We build the framework together

A RELATIONAL FRAMEWORK

- To be here & take part & to ask
- Psychological safety
- To challenge
- To learn

GENEROSITY

- Whole self
- Offer: Hospitality, support, resources, strategies, encouragement
- Gifts of strengths and vulnerability

RESPECT

- Honouring the ways we refer to ourselves and our identity
- Grace
- Active listening
- Meeting others where they are
- Assuming the best in people

DECIDING WHO DECIDES

- Defining the scope of our authority
- Cultivating the art of decision making
- Having a clear process
- Design roles
- What we have to do
- Decisions by consent
- Determine responsibilities and tasks
- Defining the purpose of our roles

EVOLUTION

- The paths as well as the outcome
- We are able to disagree
- Can we develop together?
- Our place can be altered to suit needs

We don't tolerate behaviour or language that has oppressive impact on others, including racism, ableism, homophobia, queerphobia, transphobia, misogyny, classism xenophobia, fatphobia