Evaluate the value of your meeting using the Alignment Model

Gregory Bateson and latterly Robert Dilts came to the conclusion that we exist at different levels – as individuals, teams and organisations.

Meetings within organisations can be a costly business, in terms of salaried hours of attendees, travel costs and and potential time lost in other value adding activity,

Evaluate the value of your meetings by using the Alignment model.

PURPOSE
What is this meeting for? What do I want people to DO as a result? If it is just information dumping then send them a report, a spec, product release notes or something else – don't waste their time in a meeting with all the associated costs.

IDENTITY/ ROLE
Who needs to be there and what role are they playing – facilitator, action taker, expert, learner, explorer. If people don't have a role to play don't invite them – they will thank you for it! Equally if you get invited to a meeting where you have no perceived role then have the courage to ask if its necessary for you to be there and what role you will be expected to play.

VALUES AND BELIEFS
What is important to us as an organisation, team or individual?
Is this meeting important and, if so, what is important about it and to whom? What do you believe about the outcomes? Are they positive beliefs or negative? If negative can you reframe them into something positive and look for the possibilities so that you don't arrive at the meeting as a 'naysayer'?

CAPABILITY
If the stated outcomes for the meeting are agreed upon do you and the organisation have the capability to carry them through?If not what's missing and how are you going to fill the gap? Do you have the resources to do so?

BEHAVIOURS
If you achieve this outcome what behavioural changes would you expect to see in the organisation or team? Are these acceptable and do they add value to the organisation?

ENVIRONMENT
How would achieving this outcome impacted not only your immediate environment, but that of the team, the organisation and even possibly the community?