

# Designing Effective Meetings

The diagram is a hand-drawn chalkboard illustration. At the top, the title "Designing Effective Meetings" is written in blue cursive. Below the title, on the left, are three icons: a gift box, a potted plant, and a bar chart. To their right, the words "process", "culture", and "content" are written in blue, orange, and green respectively, with a blue arrow pointing from them towards the center. In the center, there are three overlapping circles labeled "Willing" (white), "FEELING" (orange), and "Thinking" (green). To the right of these circles is a bell curve with a vertical pink line at its peak labeled "11-12 AM". The area to the left of the line is shaded yellow and labeled "PRE-", and the area to the right is shaded purple and labeled "post". Below the bell curve, a list of four bullet points is written in orange: "accelerate knowledge sharing", "co-create + bring into focus", "learn", and "Strengthen relations". At the bottom left, the text "Do together what we can't do as individuals." is written in yellow, with a blue bracket on the right side pointing to the text "Focus: Experience of the participants" written in white.

Designing Effective Meetings

process  
culture  
content

Willing  
FEELING  
Thinking

PRE-  
post

11-12 AM

- ⊕ accelerate knowledge sharing
- ⊕ co-create + bring into focus
- ⊕ learn
- ⊕ Strengthen relations

Do together what we can't do as individuals.

Focus: Experience of the participants