



Office of Values and Ethics Meeting Aid

What is this?

This is a tool that has been designed to assist a team in participating and carrying out meetings more efficiently, with respect and recognition for the different communication styles within the team. The tool consists of four cards with leading questions, and color coded to the Insights Colour Dynamics, to prompt participants during a meeting.

Why would our team use this?

Teams are composed of individual team members. Each team member may have a different communication style, a different way of speaking, and a different way of listening. These differences mean that each member of the team may be sending and receiving the same message in a different style; and the difference in style could result in miscommunication and/or misunderstanding within the team. This meeting aid provides a bridge between the various communication styles, a bridge that minimizes miscommunication and/or misunderstanding.

How does this work?

At the opening of a meeting, the four meeting aid cards are each assigned to meeting participants. If there are four participants in the meeting, each participant is assigned one card each, with the instruction to monitor the meeting discussion and ensure that each question in the meeting aid card is answered before the meeting concludes.

**Note: The distribution of the meeting aid cards can be adjusted to the number of participants in the meeting; if there are only two participants in a meeting, each participant can hold two meeting aid cards. If there are fifty participants in a meeting, the team can decide to use multiple sets of cards and assign meeting aid cards to more than four meeting participants.*

By answering the questions in the meeting aid cards, the differences in communication styles are addressed to achieve a clear message for all meeting participants.

If you have any questions on the Meeting Aid, please contact the Office of Values and Ethics at [NC-V&E-GD](#).

What are the facts?

Have we covered the details?

Are we organized?

Everyone understands their role in each step?

Who is our client?

Has everyone had an opportunity to contribute?

What is the decision?

What are our next steps?

What are the expected results?

What is our timeline and deadline?

Do we have a consensus on our plan?

Was the discussion conducted in a respectful and professional manner?

What is the level of trust and commitment among members of the team?

What does our client value?

What is our mission?

Do we understand “why” we are headed in the direction we are going?

Have we maintained a positive outlook and perspective?

Are there any underlying tensions or stress factors? If yes, what are they and how do we address them?