

Observing A Meeting

This is an assignment to help you developing the skills of observation and interpretation.

There are many layers to a meeting and (always) many narratives (personal and organizational) present in the room.

Leaders need the skills to observe what is occurring on both the surface level (what needs to happen next for the group to proceed), the individual level (what is going on for the persons who are present), and the organizational level (what organizational dynamics are present in this meeting and what this means for the future).

For this assignment, you will attend a meeting and take notes about what happens during the meeting.

You may **not** observe a meeting you are leading – you have too much to do in order to complete the assignment.

I also recommend that you attend a meeting in which you are **not** participating. This will help you attend fully to the dynamics of the meeting without needing to participate in the outcomes of the meeting. However, if you cannot find a meeting in which you are not a participant, you may consult with me about what or not a particular meeting is appropriate.

In the meeting, you are to fill out the worksheet. After the meeting, you are to complete the analysis sections.

This is not an “academic” assignment – it does not require footnotes nor does it need to be typed. You may write on the worksheet and use that material for other assignments related to this project.