TRIANGLE LEADER MEETING CHECKLIST

We've created the following checklist to help you keep track of everything you need to prepare for and run your Performance Triad Triangle meeting.

Triangle Leader

Before the meeting

- ☐ Send out an email reminding everyone to read the new module, watch the short video on the module, and prepare to share their thoughts about it and the possible changes they made since the last meeting.
- ☐ Review the Leader's Guide from the module and the Topic Tracker worksheet from the prior meeting.
- ☐ Read the Leader's Guide for the new module and be prepared to suggest practical exercises for the module.
- ☐ Print a copy of the Topic Tracker worksheet for the coach to track discussion topics.
- ☐ Print copies of the agenda for each member.

During the meeting

- ☐ Welcome everyone and review the agenda.
- ☐ Guide the group to start and end on time.
- ☐ Provide time for members to share the effects of changes made since last meeting.
- ☐ Discuss the new module topic as a group.
- ☐ Have members commit to next "One Small Change" that works towards meeting their goal.
- ☐ Ask for, or recommend, volunteers to present at the next meeting.

Triangle Coach

During the meeting

- ☐ Serve as timekeeper during the activities.
- ☐ Track any important or urgent topics discuss on the Topic Tracker worksheet.
- ☐ Assist the Leader as needed with keeping the meeting on time.