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| **Sir Sandford Fleming College** |  | **Sir Sandford Fleming College** |
| **CHAIR’S CHECKLIST**  At today’s meeting, did I  □ Empower others by guiding, asking questions, allowing them to thrash out ideas?  □ Keep discussions on track by continually restating the topic?  □ Encourage dialogue by all participants, value diverse opinions, encourage silent members to participate?  □ Keep the participants moving toward a decision?  □ Close topics by summarizing progress and next steps? |  | **PRINCIPLES FOR DECISION-MAKING**  In making a decision, did we  □ Promote critique, exploring what is working successfully as well as concerns and alternatives?  □ Entrench logical reasoning and common sense business thinking?  □ Bring problems out in the open and work it through as a team?  □ Freely and openly express feelings and opinions, take risks, and explore creative solutions together in the spirit of mutual trust and respect?  □ Promote the involvement of those affected by the decision? |
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| **PARTICIPANTS CHECKLIST**  For today’s meeting,  □ Did I arrive on time, prepared and ready to participate?  □ Did I read the agenda and materials prior to the meeting? If something was unclear, did I seek clarification in advance of the meeting?  □ Did I speak clearly? Did I summarize any lengthy remarks?  □ Did I take the lead in initiating actions that encourage participation and commitment from others?  □ Was I mentally as well as physically present? Did I focus on what’s right, not who’s right?  □ Did I make note of any assigned tasks or items that require follow-up on my part? |  | **USING DEBRIEF**  □ Did the decisions demonstrate a balance for people, relationships and results?  □ Did we act in a manner that continually reinforces our values, builds productive relationships, and that is characterized by trust, respect, openness and candour?  □ Were our decisions informed and evidenced-based? Did we apply judgement as well as common sense?  □ Were our decisions/actions based on “what’s right” for the short term and longer term?  □ Have we been flexible to change opinion or actions when needed? Were we adaptable, flexible and proactive?  □ Did we avoid letting success lead to complacency? Did we confront failure, learn from it, and bounce back? |