



APPRECIATION, DIFFICULTY, AND FINAL STATEMENT

THE FORMAT

At the end of each meeting we ask everyone to say an appreciation, difficulty, and final statement as a way to encourage everyone to have a voice.

OBJECTIVES

- Everyone gets the opportunity to say something at the end of the meeting
- People give/receive immediate feedback and recognition
- Everyone has an understanding of how that meeting went
- Encourages a two-way dialogue
- Helps the team overcome any fear of speaking up
- Creates greater connection among team members

APPRECIATIONS

Something that you liked about the meeting. It's really great feedback for everyone to hear what went well in the meeting. It can also sometimes be surprising to hear and help the person who is running the meeting build their competence.

DIFFICULTIES

Something that you are still having difficulty with or you just need to say.

FINAL STATEMENTS

Something that you'd like to say to close down this meeting for yourself. Perhaps it is something that you would like to say that you didn't have a chance to say during the meeting.