THE GENUINE CONTACT™ WAY OF WORKING

Things to Consider When Determining Givens

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Getting Ready for Your Open Space Technology or Whole Person Process Facilitated Meeting

In developing the Givens for a meeting, consider what may be applicable from this list of common considerations:

1. Purpose (is the purpose of the organization a given or is it open for change?)
2. Direction (is the current strategic direction a given or is it open for change?)
3. Laws (what laws of the land apply to the organization? It is likely a given that the organization must abide within the laws but is it a given for the organization that it accepts all of the laws as they are? OR is it a given that the organization will, if necessary, follow due process to work at changing a law, recognizing that it must abide within the law until the change is complete?)
4. Structure of the organization (is the existing structure a given or open for change?)
5. Process (is this a meeting that is for information only, is it to develop action plans, and what is the process for enabling the actions to move forward when the meeting is finished? Does there need to be agreement from those at the meeting about actions that will go forward? Is consensus required, can a majority approve, or does approval come through a hierarchy at the end of the meeting or after the meeting? Can items move forward without any further approval? Can some items move

forward without further approval and, if so, what are the parameters for this? Must all items for action go forward as recommendations to a CEO, department head, or Board of Directors before anything from the meeting can move forward into action? If this latter is the case, how quickly will the CEO/department head/Board of Directors give feedback – get clarity on the timing for feedback and create this as a "given". Will actions get assigned to existing work teams or will new cross-functional action teams move actions forward? Will there be a co-coordinating leadership team?)

6. Financial considerations (must the actions from the meeting occur only if they fit within the existing budget, is there extra money available for moving them forward, or are they approved for action only if there is a plan to raise the required resources?)
7. Information (what will happen to the information from the meeting? It cannot be a "given" that the reports will be held in confidence unless the place of employment has a confidentiality clause for intellectual property within its terms of employment. The given about information is usually that it will be read by others who are not at the meeting, often that the meeting report will be published on the internet or intranet.
8. Intellectual property (if there are conditions of employment dealing with intellectual property, there is a given for these companies that the information from the meeting is considered intellectual property and is not to go to anyone outside of the meeting).
9. Future accountability (what is the process for follow up to the meeting to ensure that the actions were followed up? Is it a given that there will be an in-person follow up meeting four months after the OST meeting during which the leaders of each action will be accountable to the whole group for progress?)