



NLP - Determining the Outcome of the Meeting

The NLP technique referred to as "**Determining the Outcome of the Meeting**" is also related to the NLP **Well-Formed Outcome** model, which is used to clarify goals, intentions, or desired results for a specific situation, such as a meeting.

This technique helps ensure that your clients objectives are clear, achievable, and aligned with your values, increasing the likelihood of a successful outcome. It involves a structured process to define what they want, assess its feasibility, and plan actionable steps.

Steps for Determining the Outcome of a Meeting

1. State the Outcome in Positive Terms:

- Define what you *want* to achieve in the meeting, rather than what you *don't want*. Frame the outcome positively.
- Example: Instead of "I don't want the meeting to be unproductive," say, "I want the meeting to result in a clear action plan for the project."
- Ask yourself:
 - What do I specifically want to accomplish in this meeting?
 - What will success look like?

2. Make It Specific and Measurable:

- Clarify the details of the desired outcome so it's specific and measurable.
- Use the **SMART** criteria (Specific, Measurable, Achievable, Relevant, Time-bound) to refine your goal.
- Example: "By the end of the meeting, the team will agree on three key priorities for the project and assign responsibilities with deadlines."
- Ask yourself:
 - Who will be involved? What exactly will happen? When and where will it take place?

- How will I know the outcome has been achieved?

3. Identify the Context:

- Consider the environment, participants, and constraints of the meeting.
- Example: “The meeting involves the marketing team in the conference room next Tuesday, and we have one hour to finalize the campaign strategy.”
- Ask yourself:
 - Where and when is this meeting happening?
 - Who else is involved, and what are their roles or perspectives?

4. Check If It's Within Your Control:

- Ensure the outcome is something you can influence or control, at least partially. While you can't control others' actions, you can focus on your contribution or facilitation.
- Example: “I will present my proposal clearly and encourage open discussion to gain team buy-in.”
- Ask yourself:
 - What aspects of this outcome depend on me?
 - How can I influence the meeting to move toward this goal?

5. Explore Sensory Evidence:

- Visualize, hear, and feel what achieving the outcome will be like. Use your senses to make the goal vivid and compelling.
- Example: “I see the team nodding in agreement, hear them discussing action steps, and feel a sense of accomplishment as we conclude with a shared plan.”
- Ask yourself:
 - What will I see, hear, and feel when the outcome is achieved?
 - What will others notice when this outcome happens?

6. Assess Ecology (Impact and Alignment):

- Evaluate whether the outcome aligns with your values, the team's goals, and the broader context. Consider potential consequences.
- Example: “This outcome supports the project's success and fosters team collaboration without causing delays in other priorities.”
- Ask yourself:
 - Does this outcome align with my/our values and goals?
 - What are the potential benefits and drawbacks for me, the team, or the organization?

- What might I have to give up or change to achieve this?

7. Identify Resources and Obstacles:

- List the resources you have (e.g., skills, preparation, team support) and potential obstacles (e.g., time constraints, differing opinions).
- Example: “I have a clear agenda and data to support my proposal, but I may face resistance from a colleague who prefers a different approach.”
- Ask yourself:
 - What resources do I have to achieve this outcome?
 - What obstacles might arise, and how can I address them?

8. Plan Action Steps:

- Break down the outcome into actionable steps to prepare for and guide the meeting.
- Example: “I will prepare a concise presentation, send the agenda in advance, and use open-ended questions to encourage discussion.”
- Ask yourself:
 - What specific actions will I take before, during, and after the meeting?
 - How will I stay flexible if the discussion shifts?

9. Visualize and Rehearse:

- Mentally rehearse the meeting, imagining yourself successfully achieving the outcome. Use NLP visualization techniques to build confidence and clarity.
- Example: Visualize yourself leading the meeting confidently, handling objections calmly, and seeing the team reach agreement.
- Ask yourself:
 - How will I feel as I lead the meeting toward this outcome?
 - What can I do to stay calm and focused during the meeting?

10. Take Action and Review:

- Implement your plan during the meeting, staying mindful of your outcome.
 - After the meeting, reflect on what worked, what didn't, and how you can adjust for future meetings.
 - Ask yourself:
 - Did I achieve the desired outcome? Why or why not?
 - What can I do differently next time?
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Tips for Success

- **Be Flexible:** If the meeting doesn't go as planned, adapt your approach while keeping the outcome in mind.
 - **Stay Positive:** Focus on solutions and possibilities rather than dwelling on potential problems.
 - **Combine with Other NLP Techniques:** Pair this with "Stepping into Someone Else's Shoes" to anticipate others' viewpoints and enhance meeting dynamics.
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Benefits of the Technique

- Clarifies your goals and intentions for the meeting.
- Increases the likelihood of achieving desired results.
- Enhances preparation and confidence in leading or participating in meetings.
- Aligns your actions with broader values and team dynamics.
- Helps anticipate and address potential challenges proactively.