

ENGAGE Meeting Template

Transform Your Team Meetings Using This Proven Framework

Meeting Details

Date:

Time:

Purpose:

Facilitator:

Pre-Meeting Preparation

Define Your ONE Clear Objective

What specific outcome will participants achieve by the end of this meeting?

Today's Objective:

Set the Tone

Choose your opening that creates psychological safety:

- ☐ "We're here to help each other succeed with..."
- ☐ "Questions are welcome—they help everyone learn"
- ☐ "Different approaches can all be effective"
- ☐ "We solve challenges together"

The ENGAGE Framework in Action

E Establish Safety and Purpose

5 min

Opening Statement: "We're here to..."

Permission to Be Human:

- Mistakes are learning opportunities
- All questions help everyone
- We're solving together, not criticizing

N Navigate with Structure

Planning

Meeting Flow:

1. Connection (10 min):

2. Main Learning (25 min):

3. Action Planning (10 min):

15-Minute Rule: No single person speaks for more than 15 minutes without interaction

G Generate Active Participation

25 min

Choose Your Engagement Method:

- ☐ **Partner Practice:** Break into pairs to practice scenarios
- ☐ **Round-Robin Insights:** Everyone shares one observation
- ☐ **Problem-Solving Circles:** Small groups tackle challenges

Key Question: "What's worked for you in this situation?"

A Apply Learning Immediately

10 min

The 24-Hour Challenge

Each person commits to ONE specific action within 24 hours

Team Member	24-Hour Commitment

G Generate Commitment and Follow-up

5 min

Next Meeting Check-in:

- ☐ Share 24-hour challenge results
- ☐ Discuss what worked/didn't
- ☐ Plan next learning focus

Follow-up Accountability:

Who will check in:

When:

How:

E Evaluate and Evolve

5 min

Quick Pulse Check:

Energy (1-10):

One Thing That Worked:

One Thing to Improve:

Meeting Success Checklist

Before the Meeting:

- ☐ One clear objective defined
- ☐ All materials prepared
- ☐ Room/virtual space ready
- ☐ Energy and mindset ready

During the Meeting:

- ☐ Started with safety and purpose
- ☐ Maintained 15-minute rule
- ☐ Everyone participated actively
- ☐ Practical application identified

After the Meeting:

- ☐ 24-hour challenges documented
- ☐ Follow-up scheduled
- ☐ Notes distributed
- ☐ Feedback collected

Notes & Action Items

Key Insights from Today:

Action Items for Next Meeting:

Remember Gina's Wisdom:

"The best meetings feel like jam sessions where everyone's trying to help everyone else get better."