

# The Transformational Meeting Script™

## Point:

Hey everyone, the point of today's meeting is to (insert transformation you want from your Team Meeting Planner)

## Context (Why)

This is important because the ways things are done right now we are getting these issues:

(refer to negative issues from your Team Meeting Planner)

Negative 1:

Negative 2:

Negative 3:

And overall this leads to (state the overall disaster this creates for THEM PERSONALLY and the business)

Before I continue, I want to know which of these issues most affects you:

**(Demand engagement: start with one person and move through everyone in your team. When it is SPOKEN it becomes REAL)**

Tim, why do you want to avoid (insert negative consequence)

Jane, why do you want to avoid (insert negative consequence)

Keep going until everyone has agreed to avoid the problems.

When we get this right these are the benefits:

**(Refer to positive benefits from your Team Meeting Planner)**

Positive 1:

Positive 2:

Positive 3:

And overall this leads to (state the overall WIN this creates for THEM PERSONALLY and the business)



Before I continue, I want to know which of these benefits do you most want and why:

**(Demand engagement: start with one person and move through everyone in your team. When it is SPOKEN it becomes REAL)**

Tim, why do you want to achieve (insert positive impact)

Jane, why do you want to achieve (insert positive impact)

Keep going until everyone has agreed to want the benefits.



**Pre-object:**

Now I know what you might be thinking.

You might be thinking that **(insert your list of pre-objections from your Team Meeting Planner)**

**Objection 1:**

Counter objection:

**Objection 2:**

Counter objection:

**Objection 3:**

Counter objection:

**Objection 4:**

Counter objection:

But this is false because of (insert reasons).

In fact (insert story to back up your perspective)

Before I continue though, does anyone have any concerns? (handle all objections – shows that you are the leader and only once all objections are handled will your team pay attention)



Teach or Train new approach:

(Insert the new training or process that you want your team to do)

### Actions:

Now, in order to make this work I'm going to give you some actions to perform.

To make this easy for you I'm going to record what you're working on, file that in this folder and you're also going to fill in your own accountability form.

Lets' get into it:

#### Here are your actions:

Name, you are going to work on (prescriptions)

Name, you are going to work on (prescriptions)

Name, you are going to work on (prescriptions)

### Record:

(record what everyone is working on in your team accountability sheet and file this in your manila folder)

Now, I've recorded what you are all working on and why it's important to you do this and also why it's important for our team for you to do this.

Now, you need to complete this form here (show them the form) in the next 2 minutes and return to me.

I'll organise for (name) to print a copy for you too so that you can refer to it during the week.

Now, if you need help I'll be available on (day/time) and you can ask for help by (approaching me, buying me a coffee, contacting me on slack) N.B DO NOT use email as a channel. It will create more problems than it solves and you'll lose control.

Have you all marked down when you will get this done (intention)

Do you all know what you need to do? (skill)

Pumped? (will)

Great, let's high five this out!