Inner Development Guide

Transform your meeting

Facilitation Guide:

How to Start a Team Meeting Using This Method?
This guide describes a minimal version of the method that can be adapted to suit different needs and situations.

1. Getting Started: Arriving and Setting the Intention

> **1 minute: Arriving in silence:** Invite everyone to pause for a moment and take a few slow, conscious, deep breaths.
>
> **1 minute: Directing attention:** Ask participants to look at the meeting agenda and reflect on the following question:
>
> *Which qualities or skills from the Inner Development Guide do we need today to create the attention, energy and dynamics required to move the topics forward in a positive way?*
>
> The focus is not on the content of the agenda, but on how we work together and which qualities can support us in doing so.
>
> **Sharing the selection:** scan the QR code and submit your selection.

2. Reviewing the Results Together: Once everyone has submitted their selection:

- Start the evaluation and review the results together.
- Highlight the most frequently selected IDG skills or qualities.
- Make sure participants notice both the frequency of the selections and any other notable patterns in the results.

> The results show which qualities are intuitively perceived as particularly relevant within the team. They can be understood as an expression of the team's current *"social field"*: they make visible which qualities are particularly present in the way the team interacts, or which could be cultivated more intentionally in the future.
>
> For more information about the social field and conversational dynamics, see the video *"Tiny Deep Dive."*

3. Continuing the Team Meeting

Continue with the team meeting or workshop agenda as planned.

4. Closing Reflection: At the end of the meeting, take a moment for a brief group reflection:

What is your impression? Have we managed to bring the selected qualities into our work together and cultivate them throughout the meeting?

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Variant 1: Deepening Awareness and Actively Cultivating Qualities

When is this variant useful?

If the same IDG qualities are selected repeatedly across several consecutive meetings, but participants feel that these qualities are missing during the meetings, it is worth exploring them more deeply at the beginning.

How to proceed: After starting the evaluation and highlighting the most frequently selected qualities, invite participants to tune into the desired qualities and connect with what they mean.

Possible reflection questions — for individual reflection:

- How would you recognise that these qualities are genuinely present in the way we work together?
- When have you personally experienced these qualities?
    - What was the situation?
    - What happened beforehand? Was there a trigger?
    - What happened afterwards? What was different?
    - How did the situation feel?

The aim is to develop a shared understanding of how the selected qualities can show up in concrete interactions and everyday collaboration.

Variant 2: Focusing on a Specific Agenda Item

When is this variant useful?

If the agenda contains many routine items or a wide variety of topics, it can be helpful to use the method not at the beginning of the meeting, but immediately before a particularly important agenda item.

How to proceed: Use the method directly before the agenda item that requires particular attention. This allows participants to focus their attention on the qualities that may be helpful for that specific part of the meeting.

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General Notes

- **Familiarise yourself with the IDGs:** It is helpful to familiarise yourself with the Inner Development Guide and its qualities in advance. The video *"Tiny Deep Dive"* provides an introduction and explains the connection between the IDGs and conversational dynamics.

- **Regular practice leads to insights:** The method is particularly beneficial when used regularly. This makes it possible to recognise recurring patterns and developments within the team.

- **Create a deliberate moment of silence:** Begin the silent phase only when everyone is present and ready to engage in silence. Avoid allowing silence to become a routine moment that people use to enter the room or get a coffee. It is an intentional moment to arrive and focus.

- **Be aware of the two levels of impact:** The method works on two levels:
    1. **Individual level:** Each person becomes aware of which qualities they consider important for the upcoming collaboration and develops a sense of what is needed in the current situation.
    2. **Collective level:** The shared word cloud serves as a kind of map of the combined individual intuitions. It makes at least part of the potential that may exist within the team — the *"social field"* — visible.
- This awareness can give participants the confidence to consciously embody and encourage certain qualities as the meeting progresses. This is especially valuable when the current group dynamics initially become caught in other patterns.

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