

PROCESS: Handling Difficult Situations During Meetings

PROCESS: When problems arise during meetings, using the prompts in the PROCESS acronym may help to move the agenda forward.

- Pause to reflect on the situation
- Review progress, identify challenges
- Outline major concerns
- Consider potential processes
- Evaluate pros and cons of processes
- Select the most optimal process
- Start to use the new process

Note: Further information on the above acronym can be found within the current website or it will be added in the future as the website is developed.