



CLARITY MEETING

Clarity Meetings

Clarity Meetings are used to gain greater understanding. It can be used to address a poor performing or gain clarity from an owner. Often, a single clarity meeting can diffuse even the most difficult employee situations.

Clarity Meeting Steps

1. Ask for a Meeting.
2. Active Appreciation
3. Purpose of Meeting (“I feel” or “I felt” or “I’ve sensed”)
4. Seek to Understand (asking questions)
5. What’s Next? (Was it solved? If not, book a follow up meeting)

Clarity Meeting Prep:

Date of meeting:
One thing you appreciate about this person:
Purpose of meeting: (use “I feel”, “I’ve felt”, I’ve sensed”)
What questions will you ask?
Best case and Worst case scenarios?
Best Case:
Worst Case: