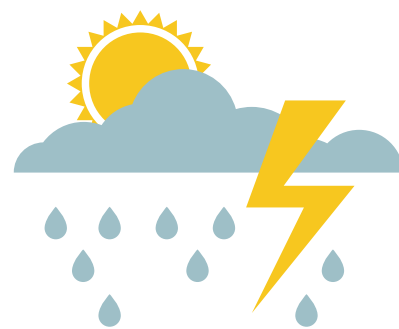


PREPARATION FOR WALK AND TALK



Walk and talk meetings will boost creativity and make grounds for new ideas. There are no specific way to do the perfect walk and talk, but by checking the boxes below, you and your colleagues can get off to a good start and have an effective meeting.

Meeting notice

Book the walk and talk in the calendar, making it clear that the meeting will be outside, and that you will be walking. Be clear about the duration of the walk if some of the meeting will take place at the office. Add an agenda so the participants will know the purpose of the meeting, the content and the decisions that will have to be made.

Tempo

Take into consideration the physique of the participants when you set the pace. Be aware that it will take longer to walk in a group than it would by yourself.

Time

Be realistic about the distance and duration of the walk. How long should the meeting last? Do the walk beforehand so you know how long it will take. Remember to take into consideration time to get in and out of the door as well as recapping the main outcomes when you get back.

Meeting point

Be clear about when and where you are meeting so no one will have any doubt.

Equipment

Make the participants aware that the meeting will take place outside and encourage footwear and clothing according to the weather. Perhaps bring a notebook.

Environment

Make sure where you are walking is suitable for the meeting. Consider if the weather will have an effect on the planned route.



TIP

End the meeting together and state the decisions and agreements that where made.

