

**POSITIVE PRESENCE SUBJECT MATTER EXPERT (SME) TEAM MEETING  
AGENDA**

**DATE:** \_\_\_\_\_

**Chair (rotating):** \_\_\_\_\_

**Recorder (rotating):** \_\_\_\_\_

**1. Outstanding questions:**

- Familiarize all SMEs with current outstanding questions. Formulate a response. Communicate to individual asap.

**2. Workshop feedback:**

- Identify insights from most recent workshop. Address questions. Formulate a response. Communicate to individual asap.

**3. Book comments:**

- You are to 'power read' your assigned book over a period of four weeks. Provide a one- to two-sentence insight of the book to date.

**4. Insight from Personal Check-ins:**

- each SME gives one insight from their own personal check-ins.

**5. Favourites Library:**

- Go to the private POSITIVE PRESENCE PROGRAM web-page. You will see a link for "CORPORATE HARMONY'S RESOURCES LIBRARY". Click on that link and look at the LIBRARY Section, then click on "The CORPORATE HARMONY FAVORITES LIBRARY".
- Click into the next website to visit. Read everything there is to read and sign up for something free (you will have to give your email address, but when you are finished the 'freebie' just go into the next email they send you, go to the bottom of the email, and 'unsubscribe' and you will not be swamped by their continuous emails).

**6. Coaching Library:**

- Go to the private POSITIVE PRESENCE PROGRAM web-page. You will see a link for "CORPORATE HARMONY'S RESOURCES LIBRARY". Click on that link and look at the LIBRARY Section, then click on "The CORPORATE HARMONY ONLINE RESOURCE LIBRARY FOR COGNITIVE STRENGTH".
- Click into the next Online Coach website to visit, and read everything there is to read. If you see something free to sign up for, go ahead, just remember to unsubscribe when finished. When you run out of 'coaching' websites, choose new one from Favourites Library.

**7. Leader Behaviour (from Questionnaire):**

- Go to the private POSITIVE PRESENCE PROGRAM web-page. You will see a link for "LEADER BEHAVIOR QUESTIONNAIRE". Click on that link.
- Choose the next leader behaviour to review and discuss while answering the questions: "How can I do this better?" Who else would find value in contemplating this behaviour? What is the best method to share these insights with others.

**8. Discussion Topic:**

You will have received the discussion topic the Friday before this meeting. Hopefully you had time to read it. If not, take time now and then discuss.

**9. Action Items - recap**

**10. Adjournment**