



PASSION: *Leading Outcome Driven Meetings*

- Unstructured, poorly chaired meetings are a drag on productivity, morale and vital resources.
- GIFT has developed straightforward universal guidelines for facilitating effective meetings resulting in practical, actionable outcomes.
- The **PASSION tool** is an easy-to-use scorecard for real time feedback from colleagues, which can also be brought back and applied on-the-job.
- **P**repare
Agenda
Support
Synthesise
Inclusive
Outcomes
Next steps