



Linking Systems of Care Coordinator Toolkit

The Flow Model

The **structure** of a meeting that elicits a collaborative response has 3 phases.

Beginning – Building the working community, creating connections

- An in-depth understanding of the purpose
- Active engagement – everyone’s voice in the room
- A precedent of equal standing
- An appreciation of shared context

Middle – Creating useful databases, relevant information to inform your learning, deepen your collaboration, leverage your learning

- Create a shared database
- Shared analysis or meaning making

Culmination – Making decisions, developing recommendations, planning next steps, taking action

- Shared goals, shared strategies
- Next steps and events
- Bridge to the future
- Check out
- Closing



**Analysis:
Meeting Structure and Flow**

Think again about the meeting you recalled as a BEST meeting on Worksheet 1 and reflected on conditions for engagement and participation on Worksheet 2.

What was the structure of that 'BEST' meeting?

- What happened in the **Beginning** to build the working community?

- What happened in the **Middle** to create useful databases?

- What happened in the **Culmination** to make decisions, develop recommendations or take action?

How closely did the meeting structure follow the three-phase flow model? How did that impact the meeting's effectiveness?

Practice:
Sketch a Meeting Structure and Flow

Sketch a possible flow for an upcoming meeting.

Meeting:	
Phase	Preliminary ideas for what to do in this phase
<p>Beginning – Building the working community, creating connections</p> <ul style="list-style-type: none"> • An in-depth understanding of the purpose • Active engagement – everyone’s voice in the room • A precedent of equal standing • An appreciation of shared context 	
<p>Middle – Creating useful databases, relevant information to inform your learning, deepen your collaboration, leverage your learning</p> <ul style="list-style-type: none"> • Create a shared database • Shared analysis or meaning making 	



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for Children and Youth Project

Culmination – Making decisions, developing recommendations, taking action

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