Issue Processing Format

High performing teams are good at getting the right issues on the table and comfortable with robust discussion to resolve them and/or coming up with a call for action. The format below is from Vistage International, an excellent organization that I have been involved with for many years. It is a great way to frame up an issue for group discussion. The norm would be for the person with the issue to write this up in advance and distribute to the team. Teammates then review in advance and come prepared to discuss, first for clarity then for resolution or call to action.

The Issue Is:

It Is Significant Because:

Relevant Background Information is:

What I have done up to now:

What I have not done up to now:

My ideal outcome is/outcomes are:

The help I want is: