

## Why Have Desired Outcomes?

Desired Outcomes will help your work be more effective and assist you in difficult situations.

What are they and what are they not?

- Desired Outcomes are clear statements of expected results and are developed from the overarching purpose or goals of the group. They involve the *who* (participants, decision makers, etc.), the *how* (create, apply, rank – action verbs), and the *what* (list, resume, samples – content).
- They may be referred to as goals. However, goals are overarching statements that set the purpose for participating. (To develop facilitation and group process techniques...)



Be clear at the start of a meeting as to the output or product wanted helps focus and productivity.

Why are they important?

- They help structure the agenda.
- They can establish the standards or conditions for acceptable performance or results.
- They help identify who should be present.
- They allow participants to come to the table fully prepared, knowing specific expectations or knowledge they will obtain.
- They help make the best use of everyone's time in these very busy days.

How do I do it?

- Desired Outcomes may include a: list, information, plan, agreement or decision(s) needed from the meeting.
- They should be listed on your agenda.
- That agenda should be shared with participants in advance, with enough time to receive input from those attending the meeting to accommodate adjustments.

A **Desired Outcome Statement** provides an idea of what you will get out of the meeting or learning environment. It can be an actual product, action or information. They are brief statements written from the participant's perspective on what they will get out of the meeting or learning environment and they can be tracked or measured to see if the outcome was reached.

Examples

- I need a **list** of references on who to contact to gain information on spotted owl demographics by April 1st
- We need a **plan** for next steps in the grant proposal process by next week
- A **decision** needs to be made on how many people we can hire for the summer field season by the end of this meeting

