

## **Toolkit Title**

Take Care of Entry

## **Purpose of Toolkit**

Taking care of entry, also known as checking in, is about understanding whether the room is ready for a conversation, before jumping straight into one, be it in an interpersonal or group setting

## **Toolkit Methodology and Application**

See toolkit appended/ below

## **Case Study or Example**

See toolkit appended/ below

## **Acknowledgements and Sources**

See toolkit appended/ below

## **Toolkit Category**

Organisation Development

## **Keywords**

Organisation Development, Take Care of Entry, Intrapersonal, Interpersonal

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# TAKE CARE OF ENTRY

**#advanced #interpersonal #group**

Taking care of entry, also known as checking in, is about understanding whether the room is ready for a conversation, before jumping straight into one, be it in an interpersonal or group setting.

Being ready is about welcoming the participants into a safe environment for a conversation. To be better prepared as a facilitator or chairperson of the meeting, you can also use a check-in to know where everyone's minds are at so you may adjust the way you steer the conversation later.

There are many ways of checking in. Depending on your target audience, the purpose of meeting, and the amount of time you can spend on checking in, you may employ, adapt and combine any of these steps.

## TAKE CARE OF ENTRY

When to use: At the beginning of a 1-1, interpersonal conversation

How to use:

### **Method 1: Asking simple questions**

Help each other understand what is going on inside them. Bear in mind that any question can be used as long as it puts the other party at ease and creates safety. For e.g.:

- Ask “How are you today”
- Talk about any concerns you have about the conversation ahead
- Introduce yourself and what you hope to get out of the meeting

### **Method 2: Rating your level of...**

1. Invite the person to rate their level of energy: *“On a scale of 1-10, how tired are you this morning... 10 being you are the energiser bunny... 1 you are seriously underslept, no coffee.”*
2. Then, rate the level of engagement. It is important to affirm how their honesty helps create awareness, and thus, the choice to decide how to steer the conversation. *“How engaged are you with the topic? 10 you’re all in, 1 if you don’t know why you’re here...”*
3. Thank them for their response.

Choose different prompts to cater to the purpose of your meeting instead. For e.g. *“How much do you understand...”*, *“Tell me the level of pain you are experiencing...”* You may also use this in a group setting by inviting participants to indicate where they are by a show of hands.

For more information, see Committed Speaker, Committed Listener

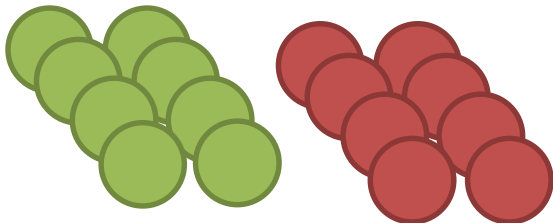
## TAKE CARE OF ENTRY (2)

#advanced #interpersonal #group

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## TAKE CARE OF ENTRY

When to use: At the beginning of any meeting or team conversation.

How to use:

### **Method 1: Simply asking “How are we today?”**

Ask a simple question to get everyone ready for a meeting, such as: “Before we start, can I get a sense of who needs to leave earlier?”, “What do each one of us want to get out of this meeting today?”, “Have we all had enough rest?”.

### **Method 2: Minute to Arrive (1 min)**

1. Before the meeting begins, invite everyone to take a minute to arrive by being silent, closing your eyes, or placing your full attention on a chosen object (like the sensation of breathing, or the space in front of you)
2. After a minute, welcome all the participants into the meeting. Acknowledge that this practice helps everyone to be more present and ready for a good meeting.

### **Method 3: Red Balls, Green Balls (2 min)**

You will need:

Green balls (1 per pax)

Red balls (1 per pax)

Sticker labels and markers

3 large transparent  
containers

1. Before the meeting begins, place the 3 containers somewhere visible to all participants in the session, for e.g. by the entrance of the room
2. Place all the balls into a container. Label the second container 'Red' and the third 'Green'.
3. As the participants enter the room, invite them to pick one ball and place it into the corresponding container. Pick the green ball if they are feeling positive, energetic, like they are on top of things today. Pick the red ball if they are feeling negative, stressed, frustrated.
4. Thank everyone for their responses. This visual cue of the proportion of green to red balls will help you be more aware of the mood of the room and better run the day's meeting.