

Designing successful meetings means including ways for all participants to be successfully engaged

Intelligence	Description	In practice, you could...
Bodily/kinaesthetic	Feeling and expressing things physically, doing hands-on work	<ul style="list-style-type: none"> • Visualize ideas by putting them on a wall (post-its, drawings) and invite participants to move pieces around • Visualize different perspectives on a single process by having small groups draw it out and present to the larger group (could illustrate the status quo or solutions)
Interpersonal (between people)	Understanding the feelings, needs and purposes of others	<ul style="list-style-type: none"> • Small group discussions • Ask participants to talk about how they see the issue affecting others around them (colleagues, clients, the community, etc.)
Intrapersonal (with self)	Understanding your own interior thoughts and feelings in a very clear way	<ul style="list-style-type: none"> • Start the meeting with a short, guided meditation • Give time for people to reflect on their own responses before being expected to share them with the group
Logical/mathematical	Reasoning, logical thinking, handling mathematical problems	<ul style="list-style-type: none"> • Presentation of facts, data or research findings, followed by discussion of interpretation and possible applications/actions • Quantify available information: % of employees who are happy with X, # of clients who are reporting Y, % of time spent on tasks A, B, C • Use a well-structured agenda with each item numbered
Musical/rhythmic	Creating and feeling a rhythm to express a mood; detecting and analyzing musical themes	<ul style="list-style-type: none"> • Lay music while participants arrive and during breaks • Use music to signal the start and stop points of individual or small group work
Naturalist	Understanding nature; seeing patterns in the way nature works; classifying things	<ul style="list-style-type: none"> • Have plants in the room (bring your own if you have to) • Choose a room with a view of greenery or a natural setting • Hold part of the meeting outside
Verbal/linguistic	Using language to present your ideas, to express your feelings or to persuade others	<ul style="list-style-type: none"> • Writing exercises – invite participants to record their thoughts on paper before a discussion or throughout a session • Presentations to a small or large group
Visual/spatial	Creating and interpreting visual images, thinking in three dimensions	<ul style="list-style-type: none"> • Visualise ideas by putting them up on a wall (post-its, drawings) and invite participants to move pieces around. • Visualise different perspectives on a single process by having small groups draw it out and present to the larger group (could illustrate the status quo or solutions)