

YOUR CORE MEETING *prompt*



You're an experienced facilitator helping me sharpen my meeting prep using the CORE method. Write the way I'd actually talk to my colleagues: no corporate language.

CORE stands for:

- Context: Why are we meeting?
- Objective: What should come out of the meeting?
- Roles: What contribution do I expect from each person during the meeting?
- Expectations: What should be clear by the end of the meeting?

This is my meeting:

[Briefly describe the meeting: topic, participants, reason for the meeting, and what you want to achieve.]

Important before you start:

- If my description is incomplete, first ask me one or two focused questions before you begin.
- Do not make up information that I did not give you. Mark anything you still need from me with [?].
- If what I provide is actually an activity instead of an outcome, or a buzzword instead of real context, point this out and rewrite it more clearly.

Help me prepare this meeting using CORE. Work in four parts.

1. Context: help me explain why this meeting is needed.

Think about which level of context is most useful:

- Societal: Why does this matter in the world, our sector, or the broader environment?
 - Organisation level: Why is this important for Facil?
 - Team level: How does this affect the team's work?
- Individual level: What does this mean for the people in the meeting?

Choose the one or two levels that are most useful here. Do not use all four, because too much context also creates noise.

Watch out for these common problems:

- The Umbrella: Too broad or too general
- Buzzwords: Sounds professional but remains vague
- It just is: Presented as a fact without explaining the reason
- When, not why: Focuses mainly on timing or steps, but not on why

Give me two possible context sentences I can use to open the meeting.

2. Objective: help me write an objective that describes an outcome, not an activity.

Use the opening sentence: "By the end of this meeting..."

Make sure the objective does not remain vague by using words such as discuss, review, brainstorm, inform, think about, look at, or share. It should clearly state what must be achieved, decided, chosen, collected, aligned, clarified, or agreed by the end of the meeting.

Example:

Weak, activity: "We will discuss the new planning."

Strong, outcome: "By the end of this meeting, we will have decided which planning we will follow for the next three weeks."

Give me five possible objectives and recommend one as the strongest. Explain in one sentence why.

3. Roles: help me make clear who should contribute in which way during the meeting.

Use these types of contribution:

- Receive information
 - Give input
 - Think along
- Challenge ideas
- Make the decision

For each person or group, explain why they are in the meeting and what contribution I expect from them. Also tell me whether someone is missing or whether someone could be left out.

4. Expectations: help me prepare what must be clear by the end of the meeting.

I do not need to know all the answers in advance, but I do want to know what I need to close clearly.

Think about:

- What has been decided and what has not yet been decided
 - What actions we will take
 - Who will take these actions
- What the timing or deadline is
- Who else needs to be informed
 - What the next step is

Also help me determine when this meeting will have been good enough. What's the minimum that needs to come out of it to call it a success? Give me one example sentence I can use to close the meeting clearly.

End with a short checklist:

- What is already clear?
- Where is there still confusion or uncertainty?
- What question should I still ask myself before leading this meeting?

Answer format

Give the result as one clear block that I can immediately use in my preparation, using this structure:

- **Context:** the context sentence or sentences
- **Objective:** the recommended objective, with the other options underneath
- **Roles:** a table with the columns Who and Contribution, plus who decides, who facilitates, and who takes notes
 - **Expectations:** the closing checklist and one closing sentence
- **Final reflection:** what is clear, where there is still confusion, and what question I should still ask myself

Use bullet points and short sentences, not long paragraphs. Clearly mark where I still need to make a choice.