



PODS

Purpose

**What is the reason for this meeting /
workshop / activity?
What is the problem we are trying to solve?**

Outcome

**What specific results are we hoping to
achieve by the end of the session?**

Decisions

**What key decisions do we need to make
during this session?
How will we make these decisions? What
format / activity will we use?**

Structure

**What is the flow of the session? How will we
move from one step to the next?**