



## TenStep Supplemental Paper

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### **The Open Space Style**

The Open Space approach to office meetings is an effective way of conducting meetings with astounding results. These meetings are simple, high achieving, high learning, and highly playful. Open Space is a powerful tool for creating an appropriate environment for innovation, problem solving, creativity, and rapid change.

The approach uses Four Principles, One Law and Two Engines. It draws its power from the fact that all groups, if left alone, will become largely self-organizing.

Open Space meetings are:

- Easy to organize
- Effective for small or large groups (20-500)
- Interactive
- Conducive for leadership to surface naturally
- Effective for existing organizations, coalitions and associations
- Facilitated by only one or two facilitators

#### **The Four Principles**

1. Anyone who attends the meeting should be there
2. Whatever happens is the only right thing that could have happened
3. Whenever it starts is the right time
4. Whenever it ends, it ends

#### **The One Law**

This law suggests that members can walk away at any point in the meeting to engage in other work if they believe that they are unable to learn or contribute to the process.

#### **The Two Engines**

Members involved in the meeting should have the enthusiasm to work through the issue. This passion is bound by the responsibility to explore and find solutions.

Before scheduling meetings, one should ascertain the rationale behind conducting the meeting. With Open Space Style in hand, organizations can easily resolve conflicts during meetings.