

How to conduct a walking meeting



Walking meetings are great for creative discussions, brainstorming or reflection rather than detailed analysis or paperwork. As physical activity stimulates people and increases alertness, consider scheduling the meeting in the morning or late in the afternoon, when energy levels subside.

- 1 Walking meetings work best in smaller groups (up to 6 people).
- 2 Let participants know about the walking meeting in advance so they come prepared (comfortable shoes, a hat, etc.).
- 3 Pick an appropriate walking route. (Use quieter streets or the local park, perhaps include a coffee stop). Once created you can upload and share it at www.walkingmaps.com.au.
- 4 Inform participants of the agenda before setting off.
- 5 Bring a notebook to jot down ideas or consider recording the session.
- 6 Walk at a comfortable pace so that everyone is included and can hear each other; or break into smaller groups.
- 7 At the end of the meeting, note contents of discussion and follow-up actions, if required.

TIP: How about including a walking meeting in your planning day? Set aside 20 minutes for small groups to step out to get some real conversations and great ideas going!



Did you know?

Even short brisk walks up and down the corridor, to break up long periods of sitting, help to improve health.

Share



© Copyright Victoria Walks Inc.

Healthy Together Victoria is a jointly funded initiative of the State Government of Victoria and the Australian Government.

Supported by
 VicHealth

healthy
together
Victoria

State Government
Victoria

Brought to you by
 Victoria
walks

info@victoriawalks.org.au www.victoriawalks.org.au/smartsteps (03) 9662 3975