

Effective Meeting Tips

Meeting Blueprint: Tips BEFORE the meeting

1. Why?

- Why does this event exist?
- In what way does it serve the greater good?

2. What?

- What do I want to accomplish?
- What do I want them to know, do, and feel?
- What are any restraints I need to be mindful of?
- What do I need to escalate?
- What information do I need? (before, during, after)
- What does winning look like?
- What is important to the people in the room?

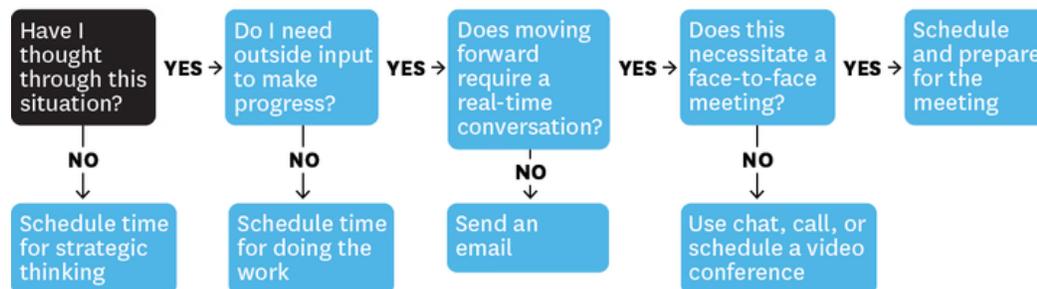
3. Who?

- Who are the key stakeholders?
- Who else is impacted by the decisions?
- Who do I need to prepare for?
- Who needs to be invited?
- Who does not need to be invited? (let my people go!)

4. How?

- How can I/we gather the information?
 - Surveys
 - Interviews
 - Observations
 - Existing data/documents
- How can I/we ensure we achieve the win?
- How can I/we prepare for the obstacles?
- How can we best structure the meeting?
 - SWOT
 - GROW

SHOULD I HOLD A MEETING?



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Meeting Blueprint: Tips DURING the meeting

1. Have an Agenda

- Include best practices
 - Meeting logistics (time, date, location, attendees)
 - Goal
 - Topics (times, presenters, relevant information)
 - Action items (owners and milestones)
 - Next meeting agenda
- Rule of thumb: Send 3 days in advance
- Rule of thumb: 5 topics per meeting
- Post on the wall

2. Share Responsibilities

- Timekeeper
- Focus keeper
- Agreement keeper
- Opening
- Notetaker
- Facilitator

3. Have a Parking Lot

- Keep parking lot supplies readily available

4. Have Team Agreements

- Ground rules
- Team commitments
- Review regularly

5. Time is Everything

- Tailor the time to match the agenda items and not vice versa
- Give less time to each topic than you think you'll need – you can always give more
- Have your meeting earlier in the week
- Have your meetings earlier in the day
- Tackle the tough topics earlier in the meeting (or make a conscious choice to do otherwise)

6. Celebrate with wins, gratitude, celebrations, shout outs, lessons learned

- Your brain is 30-35% more productive on positive than on negative, neutral, or stressed
- Your brain on threat sees fewer options and solutions
- Positive turns on creativity and innovation and gives your brain a happiness advantage

7. Manage the celebrity in the room

- Talk with this person in advance
- Assign this person a specific role
- Stay in service to the facilitator's role: to bring clarity and to achieve results
- Stay confident and stand in your value

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Meeting Blueprint: Tips DURING the meeting

(continued)

8. Create an inclusive environment

- Introverts versus extroverts
 - Give prework
 - All them time to work individually or with a partner first
 - Ask them specific questions – personally engage them
 - Allow for silence
- Unconscious bias shows up often in meetings

9. Ask questions

- Even when you may know the answer (How will this decrease our costs?)
- To invite buy-in and ownership (John, how does this sound to you?)
- To personally engage (Sue, what do you have to add?)
- To direct toward solutions (Is the group ready to make a decision?)
- Write topics as questions (What safety equipment needs to be purchased?)

10. Stay committed - not attached

Meeting Blueprint: Tips AFTER the meeting

1. Evaluate the meeting

2. Share promised resources

3. Distribute action plans over time