

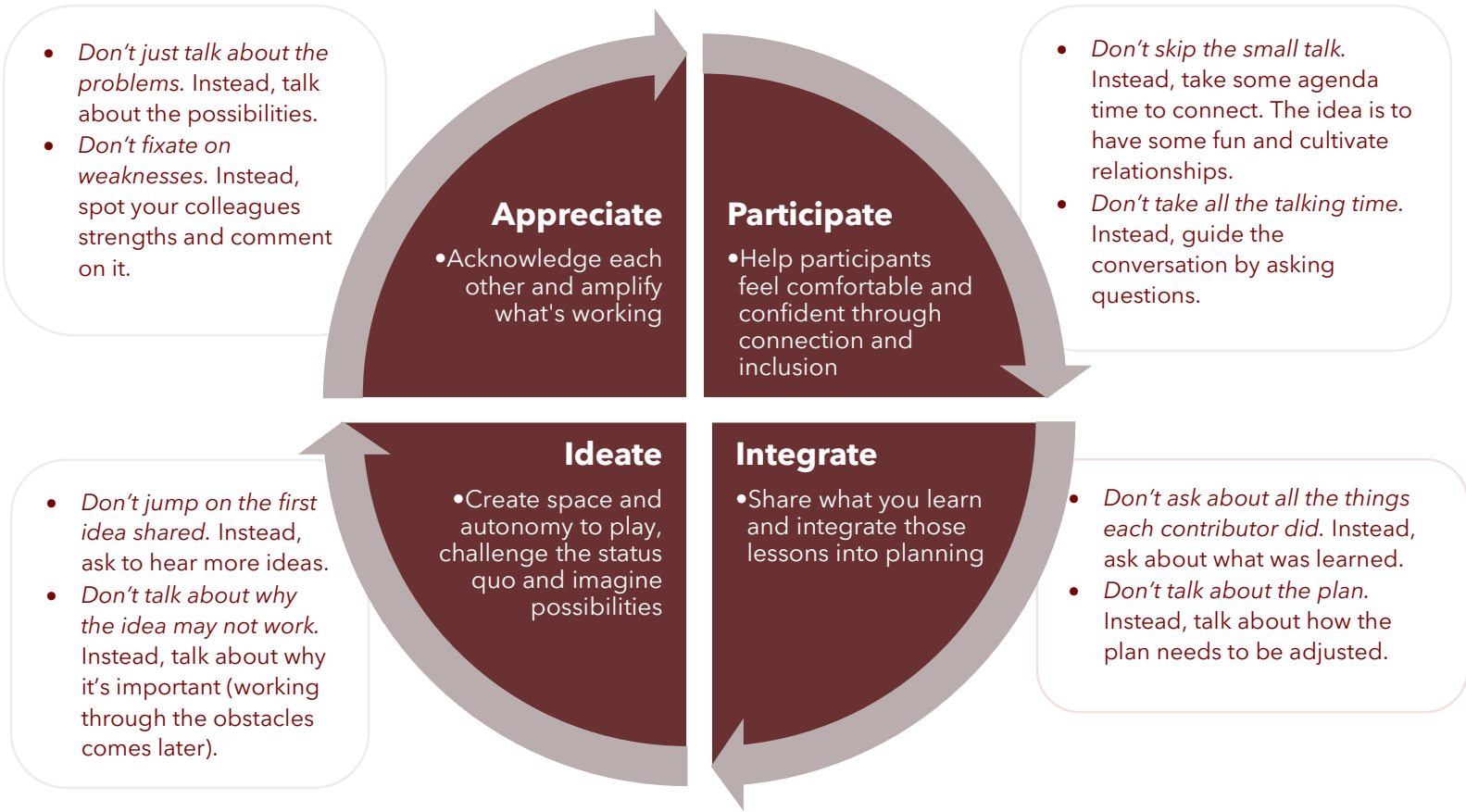
RUNNING POWERFUL MEETINGS

How to Run Meeting's for Today's Workplace

Chairing your Meeting

Making your meetings simple, speedy, and safe will help to create an experience that is easy to follow, ensures progress towards your goals, and leaves people feeling mobilized.

In planning a meeting for today's workplace, consider these 4 elements:



The accompanying template serves as a useful baseline for a regular team meeting and weaves together these 4 elements. It is designed as an alternative for teams that do not do daily scrums or sprint meetings. It integrates the best of what sprint planning, stand ups, retrospectives and scrums have to offer (productivity), plus weaves in elements of positivity to maximize team performance.

Note: Some meetings will require a more specific structure. Use the QR code or contact becky@querida.ca for consultation on running effective meetings for: Sponsor/board meetings, 1:1 meetings, kick off meetings, team goal setting meetings, problem solving meetings, and company-wide meetings.



Planning your Meeting

The template is ideal for teams that are working towards a goal together. It focuses teams on their top priorities, encouraging a dialogue with the key contributors of those priorities. The purpose of the meeting is to:

- Share information that helps the whole team collaborate better and learn from each other
- Determine as a team if the goals and priorities can be achieved and adjust as needed to deliver the most value possible

The agenda will typically focus on your top 2-3 priorities, but if time allows, you can add more. A good length is 30-45 minutes for a weekly meeting.

Before the meeting

- Step 1 Ask participants for input** on their status and priorities (using your status report template or other tools)
- Step 2 Confirm your goal and top priorities** for the meeting
- Step 3 Prepare your agenda:** Start a new document using the template and store it somewhere the team can access and contribute to it.
- Think about how you would like to check-in with the participants using a question or brief icebreaker exercise.

During the meeting

An effective team meeting has 3 parts:

Part 1: Check-in

Offer a question or brief icebreaker to encourage participation. Try to connect this to your agenda or goals. For example, you could share a story about a work experience you had recently (e.g. a difficult customer interaction) and what you learned from it. You could then ask others to share what their most difficult or successful customer interaction has been.

Part 2: Discussion of Priorities

Starting with the highest priority items that require progress, ask contributors:

Discussion:	<ul style="list-style-type: none"> • What was accomplished since the last meeting? Are there any kudos? • What did we learn since our last meeting? What Helped, Hindered and what Hypothesis do we have for improving?
Conclusions/Key Decisions and Action Items:	<ul style="list-style-type: none"> • What progress do we need to make before our next meeting? How can we get it done? • What support or resources are needed to get it done?

Part 3: Check-out

Take 5 minutes at the end of the meeting to make sure that everyone is clear on their action items. Plan next steps for items that were parked during the meeting.

Note: While the accompanying template is in Word, there are many technologies such as [Asana](#) and [Trello](#) where meetings can effectively be managed and a template like this can be mirrored.