HOW TO RUN EFFICIENT AND EFFECTIVE MEETINGS
MANAGING ALONE

ONE PERSPECTIVE

ONE MIND

NO MEETINGS
MANAGING WITH MANY

PERSPECTIVES

EXPERIENCE

KNOWLEDGE
HOW CAN MEETINGS BE EFFECTIVE?
COMMITMENT
COLLABORATION
COMMUNICATION
COMMITMENT

To stay focused on the mission
To bring your best skills
To minimize conflict
COLLABORATION

ACCESSING each other's INTELLIGENCE
WHAT IS DIRECT COMMUNICATION?

SPEAKING WITH INTENT TO COMMUNICATE

AVOIDING CONFUSION OR AMBIGUITY

ASKING FOR CONFIRMATION AND CLARITY

EXPRESSING YOUR NEEDS - NOT ASSUMING OTHERS CAN PREDICT
Meetings require individuals to contribute their TIME to the team.

Collaborative time with your team should be the most PRODUCTIVE work you do.

Improving communication will improve the EFFICIENCY of the team.
FOCUS ON SOLUTIONS

IDENTIFY the necessary information about the PROBLEM

LISTEN to IDEAS from the many MINDS of the team

LEAVE past issues in the PAST
DEFINING INTEGRITY

➢ Being TRUE to our VALUES and ourselves
➢ KEEPING our COMMITMENTS to others and ourselves

THE FIRM ADHERENCE TO A CODE OR VALUES

INTEGRITY GIVES US POWER!
PERSONAL RESPONSIBILITY

The COMMITMENT we make to ourselves

The CAUSE of who we are and what we have
What happens when we DON'T take Personal Responsibility?

- We BLAME others or circumstances for our situation
- We MAKE EXCUSES for why we didn't produce the result we wanted
- We CONVINCE ourselves that it wasn't in our control
LEVELS OF LISTENING

DOWNLOADING

FACTORIAL

EMPATHETIC

GENERATIVE
DOWNLOADING

Listening to what you already KNOW

RECONFIRMING your own OPINIONS and JUDGEMENTS
FACTORAL LISTENING

Listening with an OPEN MIND

Noticing things that CONTRADICT your THEORIES
EMPATHIC LISTENING

Listening with an OPEN HEART

CONNECTING with the EXPERIENCE of another person
GENERATIVE LISTENING

Listening with an OPEN WILL

Connecting with the HIGHEST POTENTIAL OUTCOME for a person or situation
THE POWER OF PERSONAL ACKNOWLEDGEMENT
EMPLOYEE RECOGNITION STATISTICS

The #1 reason most people leave their jobs is a lack of recognition.

Organizations with recognition programs had 31% lower voluntary turnover than those without.

52.5% of employees want more recognition from their immediate manager.

4 in 10 respondents (41%) want more recognition from their immediate coworkers.

When companies spend 1% or more of payroll on recognition, 85% notice a positive impact on engagement.
MEETING PROCESS
SET THE PURPOSE

Every team member should be clear on the objectives of the meeting

THE CAUSE
THE EXPECTATIONS
THE VISION
THE MISSION

The facilitator will COMMUNICATE the PURPOSE at the start of each meeting
SHARE GRATITUDE

Reflect
• On your gratitude

Regard
• Regard each other as individuals

Listen
• To the perspectives of your teammates

Empathize
• With their situation

Appreciate
• The honesty and vulnerability of your team members
TASK ACCOUNTING

- STATUS UPDATES
- TASK COMPLETION

- REPORT

- IDENTIFY
  - ISSUES
  - TIMELINES

- DISCUSS
  - SOLUTIONS
  - IDEAS

- SOLVE
  - ISSUES
  - INEFFICIENCIES

- ASSIGN
  - TASKS
  - ROLES
  - RESPONSIBILITIES
SCORE the meeting from 1 – 10
THANK YOU!!

*Otto Scharmer's 4 levels of listening: Be a better listener.* The World of Work Project. (2021, August 3). Retrieved March 25, 2022, from https://worldofwork.io/2020/10/otto-scharmers-4-levels-of-listening-be-a-better-listener/
