HOW TO RUN EFFICIENT AND EFFECTIVE MEETINGS

MANAGING ALONE

RQH# SHUVSHPWYH

RQH# IQG

QR# PHWIO JV
MANAGING WITH MANY

HOW CAN MEETINGS BE EFFECTIVE?
COMMITMENT
COLLABORATION
COMMUNICATION

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

ACCESSING each other's INTELLIGENCE

COMMUNICATION

SPEAK DIRECTLY

MAINTAIN INTEGRITY

LISTEN

BE RESPONSIBLE

STICK TO SOLUTIONS

VALUE TIME
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

---

THE VALUE OF TIME

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
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

1. DOWNLOADING
2. FACTORIAL
3. EMPATHETIC
4. 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
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.
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
SCORE the meeting from 1 – 10

RATE THE MEETING
THANK YOU!!

SOURCES


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/
