



## MEETINGS

Run better and quicker meetings

RUN SHEET | 60 MINUTES | UP TO 30 PARTICIPANTS

<b>INTRO</b>	<ul style="list-style-type: none"> <li>• Facilitator intro.</li> <li>• Overview of why meetings do not work.</li> <li>• Setting the agenda - today is about more than just the basics on how to run a meeting.</li> </ul>
<b>MEETING GRIPES</b>	<ul style="list-style-type: none"> <li>• Group activity:             <ul style="list-style-type: none"> <li>• Participants brainstorm personal/company meeting gripes.</li> </ul> </li> <li>• Personal reflection:             <ul style="list-style-type: none"> <li>• Participants set meeting commitments of things they will no longer do in line with these gripes.</li> </ul> </li> </ul>
<b>MANAGING MEETING OVERLOAD</b>	<ul style="list-style-type: none"> <li>• Activity:             <ul style="list-style-type: none"> <li>• Everyone lists the meetings they are leading or attending that week.</li> <li>• Everyone then prunes in line with our meeting management rules e.g. Should any of these not be a meeting? Are you not necessary at any of the meetings?</li> </ul> </li> <li>• Further insight and science is shared around meeting size - e.g. social loafing...</li> </ul>

<b>MEETING INSPIRATION</b>	<ul style="list-style-type: none"> <li>• Activity:             <ul style="list-style-type: none"> <li>• In groups, different meeting ideas are discussed using our 'Meeting Inspiration Guide' e.g. 5-10% less meeting.</li> <li>• Each group shares back x1 idea which could change meeting culture at that organisation.</li> </ul> </li> </ul>
<b>MEETING PREPARATION</b>	<ul style="list-style-type: none"> <li>• Overview of how to prepare successfully for a meeting.</li> <li>• Participants personally reflect on the recommendations.</li> <li>• Activity:             <ul style="list-style-type: none"> <li>• Participants have to set the purpose for meetings they are leading by completing the sentence: "At the close of the meeting, I want the group to...'</li> </ul> </li> </ul>
<b>MEETING TOOLS AND TECHNIQUES</b>	<ul style="list-style-type: none"> <li>• Activity:             <ul style="list-style-type: none"> <li>• Lots of meeting facilitation techniques are shared.</li> <li>• Participants match the meeting technique to the problem scenario.</li> </ul> </li> <li>• Run through of pointers for virtual meetings.</li> </ul>
<b>CONCLUDING ON A MEETING</b>	<ul style="list-style-type: none"> <li>• Discussion around the importance of concluding on a meeting.</li> <li>• Personal action plans.</li> </ul>