



MEETINGS

Run fewer, better and quicker meetings

RUN SHEET
60 MINUTES
UP TO 30 PARTICIPANTS



INTRO

- Facilitator intro.
- Overview of why meetings do not work.
- Setting the agenda – today is about more than just the basics on how to run a meeting.

MEETING GRIPES

- Group activity:
 - Participants brainstorm personal/company meeting gripes.
- Personal reflection:
 - Participants set meeting commitments of things they will no longer do in line with these gripes.

MANAGING MEETING OVERLOAD

- Activity:
 - Everyone lists the meetings they are leading or attending that week.
 - 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?
- Further insight and science is shared around meeting size – e.g. social loafing...

MEETING INSPIRATION

- Activity:
 - In groups, different meeting ideas are discussed using our 'Meeting Inspiration Guide' e.g. 5-10% less meeting.
 - Each group shares back x1 idea which could change meeting culture at that organisation.

MEETING PREPARATION

- Overview of how to prepare successfully for a meeting.
- Participants personally reflect on the recommendations.
- Activity:
 - 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..."

MEETING TOOLS AND TECHNIQUES

- Activity:
 - Lots of meeting facilitation techniques are shared.
 - Participants match the meeting technique to the problem scenario.
- Run through of pointers for virtual meetings.

CONCLUDING ON A MEETING

- Discussion around the importance of concluding on a meeting.
- Personal action plans.