


# Meetings Mastery

 2 hours

We spend so much of our time in meetings, yet few people are trained to be outstanding meeting leaders. When team members learn how to make small changes to the format and flow of their meetings, the entire organization becomes more productive and aligned. In this workshop, participants learn how to design meetings well. They also learn how to be excellent virtual and in-person meeting facilitators, able to handle typical meeting issues such as topics going off track, under- or over-participation, entangled issues, or stalled decision-making processes. Participants leave with an essential skill-set that can be applied to any meeting, large or small.

**Pre-work:** Come to this session with a meeting in mind that you would like to optimize.

## Team Training:

- ☐ Manager CORE 1
- ☒ Manager CORE 2
- ☐ Individual Contributor CORE
- ☐ Company Wide Initiatives

- ☐ Add on
- ☐ Add on
- ☐ Add on

## Membership:

- ☐ Skill Up
- ☐ Level Up
- ☒ Lead Up

During this workshop, participants will:

- The responsibilities of being a meeting owner: choosing the right meeting structure to meet the goal, sequencing the agenda, and timeboxing agenda items.
- Opening: How to open the meeting using a purpose statement that focuses the group. Practice making a 4P statement: purpose, product, personal benefit, and process.
- During a meeting: How to keep a meeting on track, including using a visual agenda/ progress markers, summation and transition statements, time statements, parking lots, and use of tools (digital and in-person) when focus has been lost.
- Closing: How to close the meeting, including using action-owner statements.
- Advanced tools to use for each meeting type: status update/alignment meeting tools (including use of timers and round robins), brainstorming (including idea quotas and inclusivity tools for introverts), and group decision making (including dot vote, cluster analysis, and criteria matrix).
- Intervention techniques when something goes wrong, including use of our difficult situations guide.

After this workshop, participants will:

- Design meetings well, including creating optimized agendas.
- Facilitate meetings well, including knowing how to intervene.
- Follow up well after a meeting, including documenting decisions and action items.

