

Making Meetings Matter: Turning Lost Time into Real Progress

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What percentage of time was spent usefully in all your meetings last month?

Do we use our meeting time effectively?



What are the challenges with meetings?

- Time not well spent or managed
- Agendas not clear
- Discussions not well managed
- Lack of rules in place
- Behaviours of participants

A meeting is only successful if something changes as a result

Agenda

1. Do you need a meeting?
 - What could be handled in other ways?
2. Setting up a meeting
 - What helps to be outcome and time efficient?
3. Running and participating in a meeting
 - What helps in getting the best from this group of people?

1. Do you need a meeting?

- Do we need interaction or just information?
- What could be done through email or other means?
- Will discussion improve the outcome?

Clarity check

- What will be different after this meeting?
- What is the cost (time x number of people)?
- Is it worth it?

2. Setting up a meeting

Agenda

- What are the questions to be asked? (outcome focused)
- Is it a discussion to come up with options or make a decision?
- What information is required?
- Is a social connection element required?



2. Setting up a meeting

- Does everyone have what they need to answer the questions?
- Timelines
- Adding to the agenda



SBAR

S - Situation: "I am bringing up [Project/Issue] because..."

B - Background: "The context for this is [History/Data]..."

A - Assessment: "Based on this, I believe the core issue is [Analysis]..."

R - Recommendation: "I propose that we [Specific Action]..."

OR "the question for the group to consider is"

3. Running and participating in a meeting

- Ground rules
- How do we get the best from this group of people?
- Other tips



YOU DIDNT COME THIS
FAR TO ONLY COME
THIS FAR

Ground Rules - ideas

- Introductions
- One conversation at a time
- One topic at a time
- Be succinct – stay on topic
- Don't beat a dead horse
- E-etiquette – be present/ full engagement
- Timeliness
- Share the air
- Respectful debate



Online

- Where are they?
- Cameras on
- Keeping mute
- Using Chat
- Raise hand function



3. Running and participating in a meeting

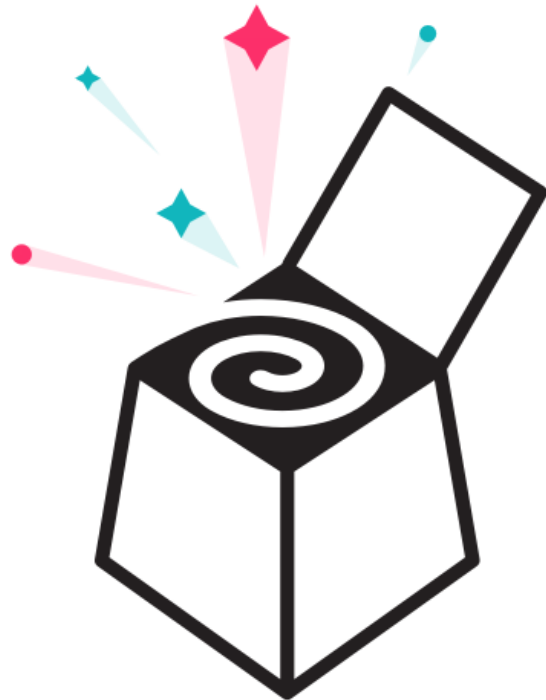
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Workshop tools

Liberating Structures



<https://www.liberatingstructures.com>

Liberating Structures App

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Other tips

- Pauses
- Reframe the question
- Reframe to What is the teams purpose and look to the future
- Parking lot
- Bring in key partners
- Minutes and time management
- Functional check in
- Summarize action items and attribute to people



What are you planning to try differently?