

# Fix Your Meetings

## Workshop Series



## Context

What happens in meetings serves as a barometer of a company's leadership, strategy, and culture - so ***what do your meetings say about your company?***

Teams frequently over-rely on meetings as their primary collaboration tool for want of a better standard for judging when something should be a meeting. Compounding this problem, the meetings that should be a good use of time are often frequently ruined by a lack of planning, design and focus.

We'll help you identify your most valuable meetings, allowing you to clear the decks of low-impact gatherings. We'll help you design focused meetings with clear outcomes. We'll help you lead productive, engaging, inclusive meetings that surface the best possible version of the conversation.

*90% of what makes a gathering successful is put in place beforehand - Priya Parker*

## The Workshop Series

Our workshop series is composed of three core sections<sup>1</sup> to help you select, design and deliver effective meetings. It includes a comprehensive set of custom-built workbooks and tools to help support ongoing changes. It concludes with a group working session to map out the biggest challenges / opportunities around meetings in your organization. You'll work together to formulate action plans to address those areas.

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<sup>1</sup> Delivered across two or three sessions

The workshop is particularly suited to professionals in positions where leading gatherings, workshops or meetings is a critical part of their role. More broadly, it's also proven valuable for anyone who is eager to expand their facilitation skill-set (project managers, product managers, L&D professionals etc).

## Deliberately Selected Meetings

We often reach for meetings too quickly out of habit. They feel like the easiest way to collaborate and yet the proliferation of meetings in companies can bring progress to a standstill. We'll help you and your team be more deliberate and careful about choosing when to gather.

In this section, you will...

- Learn and practice how to identify whether a meeting is the best choice
- Explore your digital workplace and the use of asynchronous tools as alternatives to meetings
- Learn how to calculate the value-cost tradeoff of meetings
- Practice defining a strong purpose and outcomes for meetings
- Choose the right minimum set of invitees needed for meeting success
- Receive guidance for creating effective invitations

## Thoughtfully Designed Meetings

Assuming you do everything you can to scale back the meeting load in the company, you're still going to be left with some meetings that are valuable. How do you make them as effective as possible? We'll help you go from theories and creative ideas to practical, effective action plans.

In this section, you will...

- Learn how to identify the right product / output for meetings
- Learn how to build an effective, engaging, and inclusive meeting structure
- Learn how to construct a powerful question to engage the teams best thinking
- Learn how to create self-organizing agendas
- Make brainstorming more accessible and inclusive
- Identify problem areas and how to mitigate them
- Plan for the capture of meeting content
- Workshop an existing meeting using our Awesome Meetings Toolkit and receive peer and instructor coaching

## Skillfully Delivered Meetings

Once you've deliberately selected and thoughtfully designed your meetings, you need to make sure the delivery is inclusive and on-point; providing great collaboration opportunities and hitting

outcomes. Importantly, you need to know how to navigate effectively when things go off track. We'll help you bring your A-game.

In this section, you will...

- Identify how you and others can engage with self-awareness and balance
- Learn how to keep meeting conversations aligned and on-track
- Understand group dynamics and manage harmful behaviors
- Successfully negotiate conflict in meetings
- Learn how to deploy facilitator tools to create a more productive discussion
- Explore how to distill information quickly and find points of alignment
- Gain techniques for effectively capturing meeting summaries
- Explore some basic visual facilitation tricks
- Learn how to assess the success of a meeting quickly
- Learn a consent based process for moving action forward

## The Impact

By implementing the workshop's strategies, organizations can expect to reduce unnecessary meetings by 25-30%, potentially saving 5-6 hours per team member per week. For example, in a mid-sized company of 500, this translates to approximately 130,000 hours saved annually.

Improved meeting effectiveness usually leads to faster decision-making and better outcomes. Studies show that well-run meetings can increase productivity by up to 30%. For a company with \$50 million in annual revenue, this could potentially generate an additional \$15 million in value.

Participants on our workshop series learn valuable skills such as defining clear meeting purposes, creating engaging structures, and facilitating productive discussions. They are able immediately to apply the tools they gain not only to improve meetings but also enhance overall workplace communication and collaboration.