



**MEETINGS:
DO YOU LOVE THEM OR
LOATH THEM?**



Meetings signal:

How you respect people

How much you value other people's ideas

Where power is held

The way we work around here.



**So a great
team meeting
will**

- Connect your team with their purpose, not just efficiency
- Help your team showcase their ideas
- Provide a feedback loop for continuous improvement
- Allow roadblocks to be cleared
- Connect people
- Develop engagement and drive.

A large, solid orange five-pointed star is centered on a white background. The star is slightly tilted, with its top point pointing towards the upper right. The text "Do yours?" is written in white, bold, sans-serif font across the center of the star.

Do yours?

TIPS

- Always think outcome

What do you want people to think/do/feel as a result of the meeting?

- It doesn't just need to be one person talking

What can you do to break to team up to come up with ideas and feedback to the main group?

- It doesn't just need to be talk

How can you use visuals to inspire debate? Maybe post a quote or an image and ask how it can be applied to your work, or on virtual meetings how could you use a whiteboard to collect diverse views and prioritise actions?

- It doesn't need to be just about facts

Particularly now leaders need to allow space for people to explore their challenges and emotions safely.

Structure

1. Set the tone

Your behaviour sets the tone - do you want them to be thoughtful, creative, energetic, focused or something else? How will you act in order to create the right environment for this?

2. Create an agenda

People need clarity and consistency to feel psychologically safe to participate fully. The more you can create a simple agenda that they become familiar with, the more you will get out of the meeting.

3. Record actions

Always ensure you keep a record of agreed actions and that individuals know what is expected of them in completing these actions.

If you decide you are changing your approach to team meetings, let them know in advance how and why. Then use this communication to signpost the thoughts you'd like them to bring to the meeting

Example Team meeting Agenda

1. Welcome and refocus

This is important to get the energy right and ensure everyone is focused on the meeting.

2. Start with a celebration

Lead the way by sharing what you are most proud of from last week - either something you are proud you achieved or (ideally) something the team achieved. Ask the team what they are most proud of/pleased with from last week. Rather than going round the 'table' why not ask one person and get them to nominate who goes next.

3. Share the key numbers

Everyone needs to be financially literate and focused. Share 3 - 5 key numbers that they need to be aware of or that are interesting from a corporate perspective. It could be sales/ new customers/savings just to name a few and make sure you relate it to them.

4. What's cooking

Explore where you want their focus to be for the coming week. Ask individuals where their key focus is for the coming week and where they feel there might be any challenges. As a team explore how these challenges can be tackled. Acknowledge each contribution. Together check in if there are any gaps that need to be addressed.

5. Summarise actions

Last up summarise any critical actions and who is responsible. Reinforce you are there to help if they need it and end the meeting on a positive note. Some managers love them, others hate them but a well-run team meeting is a superb opportunity to get everyone together, on the same page.



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