

Better Meetings by Design

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Meetings are Necessary, so How Can We Make Them Better?



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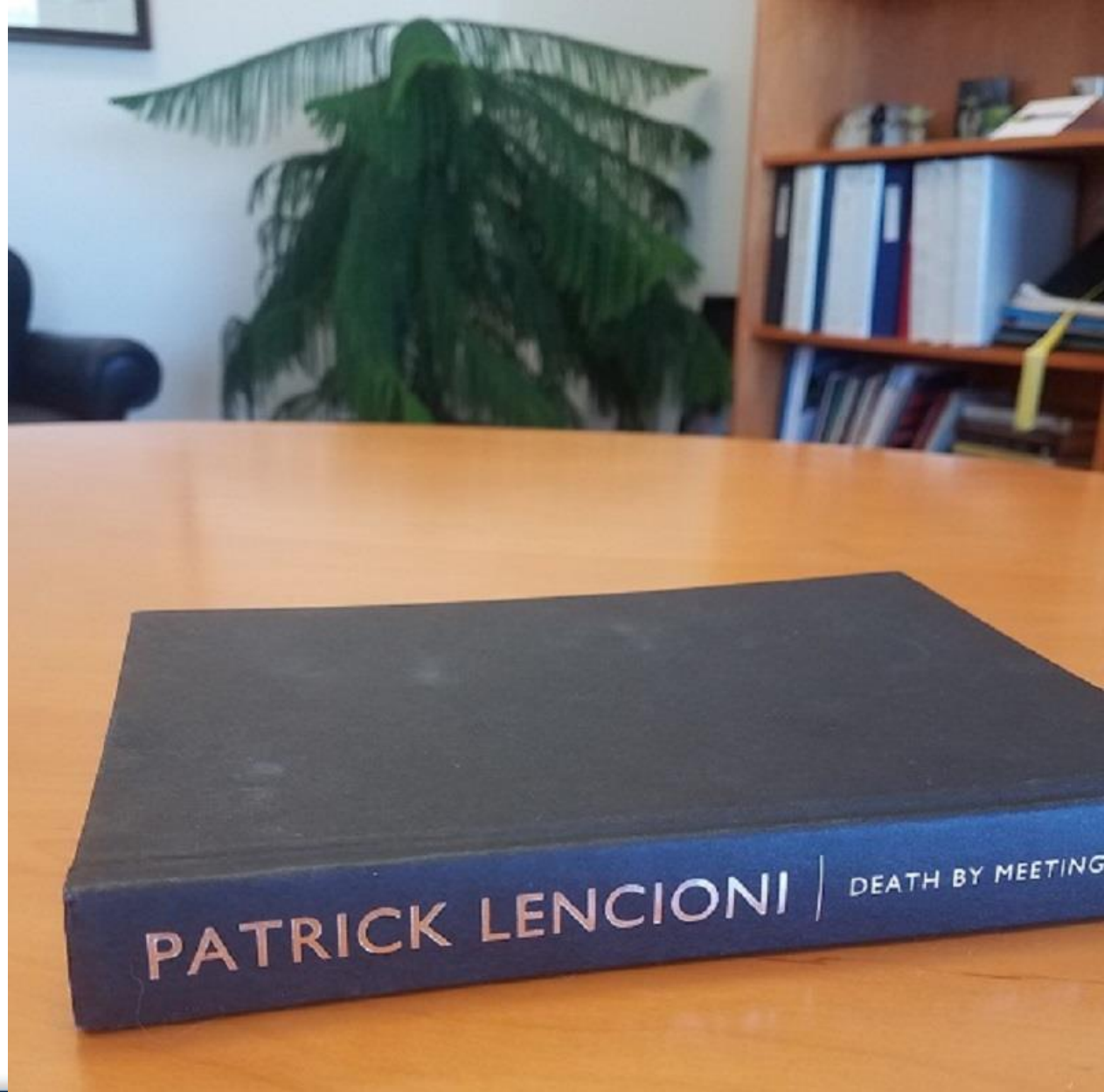
Will Cover:

- **Different Types of Meetings**
- **Productive Conflict**
- **Encouraging Full Participation**



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Background





Why “Kitchen Sink” Meetings Are Bad

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Different Types of Meetings

- 5-minute Check-In
- Tactical
- Strategic
- Off-Site Retreat

5-Minute Check-In



- Informal
- Standing
- Used for quick updates and assigning tasks

Tactical

- Entire leadership team attends



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More on Tactical Meetings

- Identify and remove obstacles
- Short
- No set agenda!



More on Tactical Meetings

Six Components:

1. Short Reports
2. Progress Review
3. Real Time Agenda Items
 - a) Include order of importance
4. Potential Strategic Meeting Topics
5. Decisions Made/Actions Taken
6. Who Else Needs to Know?

Final Note on Tactical Meetings

Six Components:

1. Short Reports
2. Progress Review
3. Real Time Agenda Items
 - a) Include order of importance
4. Potential Strategic Meeting Topics
5. Decisions Made/Actions Taken
6. Who Else Needs to Know?

Strategic



- Intended for deep discussion on thorny issues
- 90-120 Minutes
- One or two topics
- Agenda set in advance so attendees can prepare

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Off-Site Retreat

- Held out of the office, if possible
- One or more days
- Used for long-range planning or team building



But Wait...
**THERE'S
MORE!!!**



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Full Participation

- **More input = better outcomes**
- **Silence is golden**
- **Remember why you're there**



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Productive Conflict

- It might get rowdy!
- Stay on topic
- One at a time

Other Best Practices

- Send an Agenda
- Include Everyone
- Schedule Carefully



**So what
worked?
And what didn't
work?**

- **Communication and morale improved**
- **Tactical meetings were odd at first!**





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