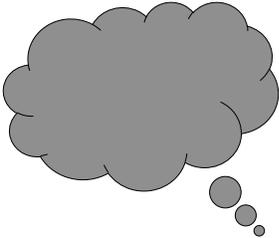


<p>Purpose</p> <p>Build leaders' skills so they can make meetings as efficient and enjoyable as possible.</p>	<p>Agenda</p> <ol style="list-style-type: none">1. Why we meet2. Exploring ideas in teams3. Making decisions in teams4. Mixing things up (without wasting time)
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<p>A Few Assumptions...</p>	
	<ol style="list-style-type: none">1. You're in charge of something.2. You regularly "host" meetings.3. Your time is valuable.4. Your team's time is valuable.5. Some meetings are awful...even yours.

<p>Why Do We Meet?</p>	
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Why Do We Meet?

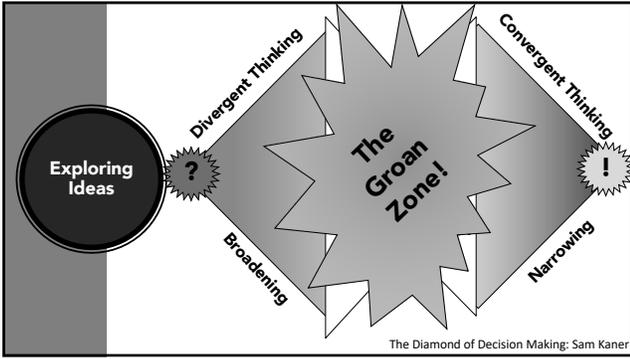
1. Because we like to hang out 
2. To share information
3. To explore ideas
4. To make decisions

let's DISCUSS

1. Because we like to hang out 
2. To share information 
3. To explore ideas 
4. To make decisions 

Tip #1

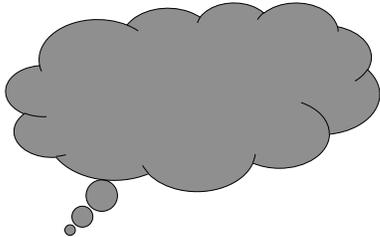
Know why you're meeting and make sure everyone else knows that purpose.



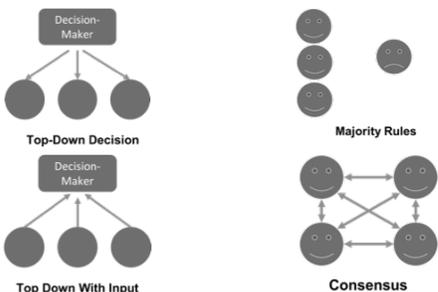
Tip #2

If you're exploring ideas, be deliberate about when you're broadening and when you're narrowing. Don't mix them up.

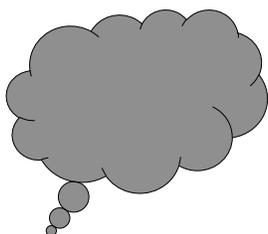
How do Decisions Get Made on Your Team?



Some "Rules" for Decision-Making



Which "Rule(s)" are Best For Your Team?



1. What's most comfortable for you?
2. What's most practical?
3. Do you use the same rule all the time or does it change depending on the decision?
4. Does your team know which rules it's playing by and when?

Tip #3

Tell the team how decisions will be made before you start a conversation.

Rules can vary but the team should know which rule applies to each decision.

Tip #5

Prepare an agenda and plan to change the ways people engage to match what you're trying to accomplish (socializing, info sharing, broadening, narrowing, etc.).

Tip #6

When a conversation or decision is really important, bring in professional help.

Facilitators maximize your team's time, let you participate as a peer, and boost outcomes.

Staying In Touch

Good meetings are hard work but preparing to lead them well is worth the effort. Stay in touch so I can help you going forward!

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