

Team Meetings Resources

Team Conversations - what difference can they make?

We spend a huge proportion of our working day in meetings, sometimes going from one to another. I recall thinking “*now my meetings have finished I’ll stay late and do some work.*”

So why don’t meetings feel like valuable and productive work?

Because:

- You haven’t bought into the agenda?
- You are not sure why you are there?
- One person is using the meeting to voice a concern that has been their pet hate for the last year?
- You go through the same agenda items each time?
- The message could be delivered to you in another less time consuming way, like email or letter?
- There are never any actions or the actions just keep getting carried over?
- The meeting is always just after lunch and you struggle to keep alert?

I am sure that you can think of many more, but when you consider the amount of time you are spending in unproductive meetings, imagine how different your day could be if you did something about it!

*****Consider starting the meeting by asking everyone what they are currently working on, or what is preoccupying them. After this, their minds are clear to focus on the matters at hand during the meeting *****

Team Meetings - Roles

What is your Role

How do you want to have this team conversation, are you part of the group, in the background or leading the conversation? Each position will give a different result.

What roles are you and others playing?

- *The Sage*, the voice of knowledge who dominates
- *The Skeptic* or doubter - the person who will put a dampner on others (usually creative) ideas
- *The Rebel* - the person who is highly autonomous and doesn't play by the rules, but usually gets away with it
- *The Scapegoat* - the person who accepts blame for the team
- *The Jester* - this person creates humour compulsively
- *The Blamer* - this person wants to blame someone

For the full list of roles, see Peltier,B (2001) *The Psychology of Executive Coaching*, Brunner Routledge, pg 108

*****Why not chart the roles of your team, then you can prepare for your meeting by considering how theses roles will react in terms of their thoughts and feelings*****

To follow are 3 examples of approaches to Team Meetings

Example 1

Clarify meeting roles - chair, secretary etc

Inform everyone of why they are there

Agree Boundaries - *we are going to discuss this, but this is off limits for today's meeting*

Explain the desired outcome for the meeting

Brainstorm

Action Plan

Example 2

Pose a problem

Get everyone to write down their individual thoughts on paper

Discuss this in pairs

Pairs feedback to the group

Discuss as a group

Agree main points

Action plan

Example 3

Use De Bonos six thinking hats

http://www.mindtools.com/pages/article/newTED_07.htm, this creative approach helps the team to look at the problem from different perspectives.