

## Top Tips for Team Meetings

**Make sure the right people are in the meeting** - who can make a decision and move things forward

**Purpose** - have you ever been to a meeting and wondered why you were there? Help everyone to understand why they were invited and what is expected of them. Then stick to the purpose!

**Facilitate** - rather than dominate, see yourself as someone who is there to create connections, identify themes, build bridges, manage dominant characters and encourage the quieter ones

**Delegate Tasks** - be radically inclusive, everyone has a contribution. Rotate the lead/chair -this option gives everyone an opportunity to lead the meeting, this stops the approach to meetings becoming stale

**Hygiene Factors** - make people comfortable - ensure that people are fed and watered, room temperature is right and the venue is conducive to this type of meeting

**Time Boundaries** - agree and stick to time boundaries, this helps keep the meeting on track. Expect people to arrive and leave on time, this culture is both respectful and efficient

**Preparation Is Vital** - give out relevant information, and find ways to stimulate pre-meeting thinking so that the conversations are rich and purposeful and not vague

**Encourage Participation** - use flip charts, post it notes, individual thinking and small group discussion to encourage everyone to take part. You can even ask for anonymous suggestions!

**Monitor Energy Levels** - have regular breaks, changes in activity, and move people around

**Beware of Groupthink** - real conversations are challenging and engaging, not back patting and cosy!