## MEETINGS AND COMMUNICATION - FACILITATOR'S GUIDE
# SESSION LENGTH: 60-90 MINUTES

### THE FACILITATOR'S JOB:

1. To create a positive learning environment
2. To maintain the group's focus and keep them on track with course material
3. To encourage everyone to participate
4. To remain neutral, treating everyone fairly, making sure everyone has a chance to participate, and encouraging everyone to engage
5. To ask the sample questions below, or insert your own

### LEARNING OBJECTIVES FOR THE COURSE:

1. Learn how to run the 5 meetings critical to your organization
2. Learn how to build a meeting rhythm into your organization

Ask participants to bring their downloaded tools with them to the session.

Choose which modules should be discussed.  You won't have time to cover them all unless you divide the session into two parts.

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### Module 1: Why meetings don't work — 10 minutes

1. Trevor states that only 56% of meeting attenders believe meetings are useful, and 90% admit to daydreaming during meetings.  Are these numbers accurate?  Why or why not?

### Module 2: The daily huddle — 10 – 15 minutes

1. Would a daily huddle work for us?  Why or why not?
2. Do we begin each day knowing our top priority and feeling fired up for the day?
3. Is this something we want to begin?

### Module 3: The managers meeting — 15 – 25 minutes

1. Does the 'green, yellow, red' system make sense?  Could it work for us?
2. How could our manager's meetings be 'even better if?'  What could we improve?
3. Are our meetings on time?  Do we pursue too many rabbit trails?

## Module 4: Quarterly/Annual strategy and planning meetings                    10–20 minutes

1. Is this quarterly strategy rhythm one that makes sense for us?
2. Does the check in make sense (score work/health/personal out of 10) for us?
3. How could we improve our annual/quarterly meeting rhythms?
4. If we aren't doing it, should we begin?

## Module 5: Town hall meetings                    10–15 minutes

1. Do you keep notes of any conversations you have?
2. Who is an appropriate witness in our setting to include in a difficult conversation?

## Module 6: Virtual meetings

1. Does everyone on site have access to the right tech (microphones, cameras, individual screens)?
2. Assess your background.  How could it be better?  Is your face well lit?  Have you thought about what people are looking at behind you?
3. How could our virtual meetings be 'even better if?'  Do we need more breaks?  Are they timed? Is everyone participating?

## Module 7: What kills your meetings and what to do about it                    10–15 minutes

1. Do you keep notes of any conversations you have?
2. Who is an appropriate witness in our setting to include in a difficult conversation?

## Module 8: Establishing your meeting rhythms                    10–15 minutes

1. Which meetings are we lacking?  Which do we need to add?

## Wrap up                    5 minutes

1. Any other questions or comments?
2. What is your biggest take-away from the course?
3. Discuss which course is next, when it will be completed and the date and time of our next meeting.

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"He has helped us build a vision-driven, energized team."

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