



The Alchemy of Meetings

***Catalyzing More Powerful
Meetings Through
Conscious Design***

Welcome!

Please share in the Chat function:

1. Your name
2. Where you're calling from
3. What this topic about meetings matters to you

Our Time Together Today

Welcome & Introductions

Who are we?

Why does this topic matter to you?

Creating Shared Context: 4P Framework for Powerful Meetings

- People
- Preparation
- Practice
- Pull-Through

Design Focus:
"Preparation"

Personalizing the Content

Virtual small group discussions

Finding Common Ground

Virtual large group discussions

Translating Insight into Action

What will we apply from this discussion?

One-on-Ones

Team-building

Huddles

Work Groups

Conferences

Gatherings

Innovation meetings

Offsites

Webinars

Status meetings

“Meetings”

Scrums

Stand-ups

Problem solving meetings

Information sharing meetings

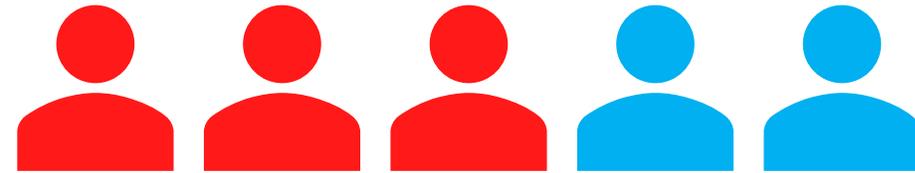
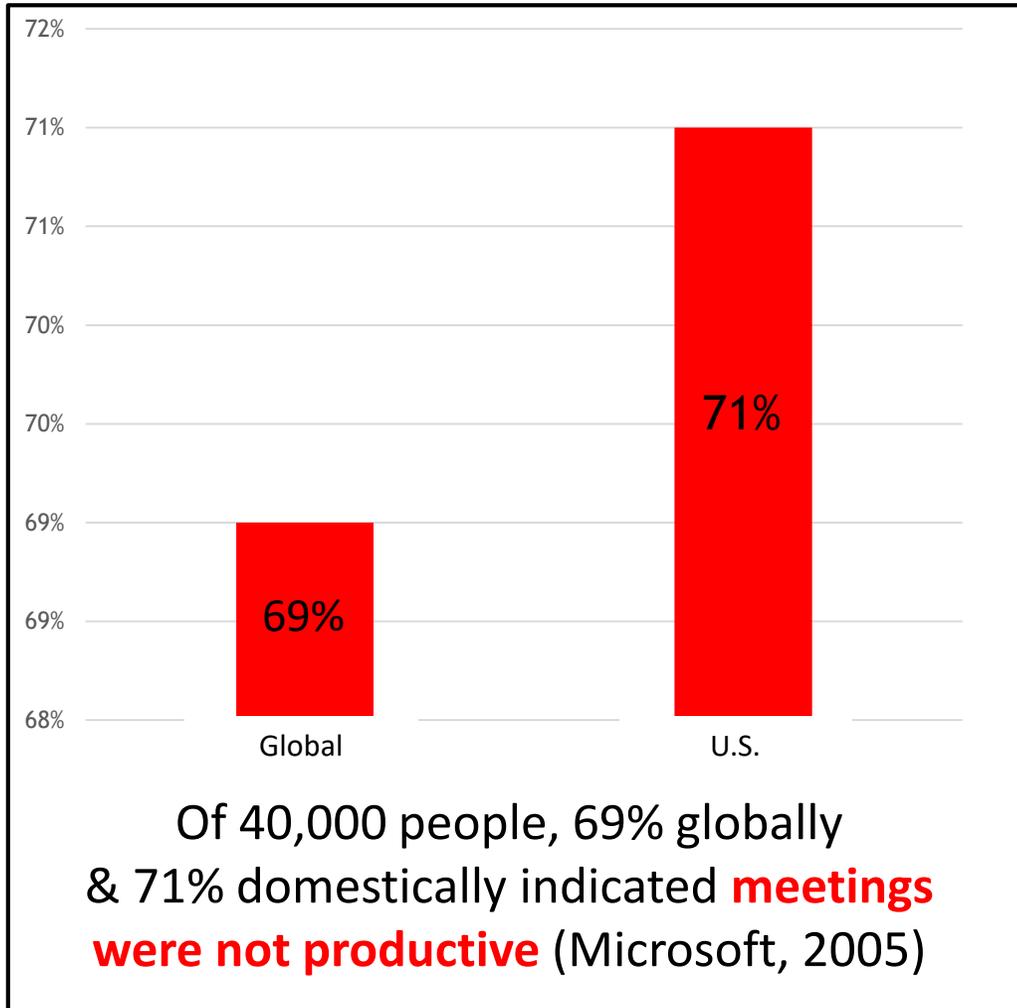
Performance Reviews

Status Reports

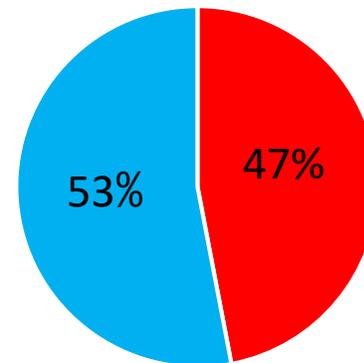
Decision making meetings

Check-ins

The Pain of Meetings



Nearly 3 out of 5 participants **multi-task** during status meetings (Harris Poll, 2014)



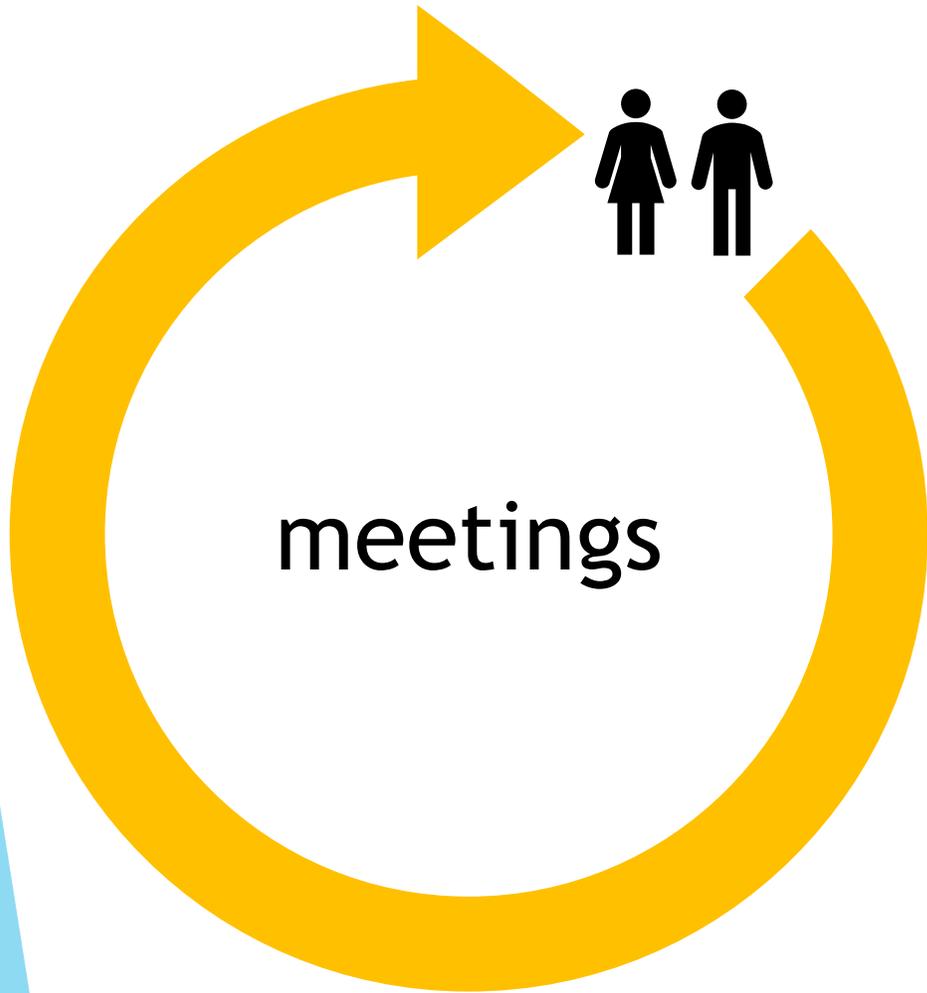
47% of workers choose “too many meetings” as the **biggest waste of time** at work (Salary.com, 2012)

The Promise of Meetings

- = **Cornerstone** of organizational life and culture
- = Moments we **come together** to advance work we can't do alone

Alchemy

- A *seemingly* magical process of combination, creation, or transformation
- A process that changes something in an impressive way



People
*are the
alpha & omega*



Meetings are People

Preparation

Practice

Pull-Through

Participants

Human-Centered

Sustainable
Next Steps



People

“The 4P Framework”

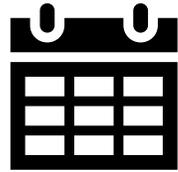
Preparation - *Clarity*

Purpose



- Consider context of larger vision
- Consider outcomes for each topic on the agenda
- Visualize success

Planning



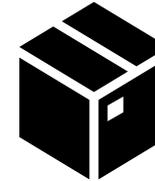
- Schedule time to design, test, and communicate
- 1+ minute for planning for each 1 minute of meeting

Participants



- Who is needed?
- What's in it for them?
- What will they contribute?
- Diversity, divergence & alignment?
- Priming

Parameters



- Beginnings & Endings
- Size & Numbers
- Time, Pacing & Energy
- Ratio of telling vs. doing

Personalization - Small Group

- **What stood out for you and why?**
(~3 minutes each person)
- **What would you be willing to try?**
(~2 mins each)

Personalization - Large Group

What **connections** did you discover within your small group discussions?

Visual Memory - Your Thinking

- ▶ Priming and prepping - not building enough time for alignment on outcomes.
- ▶ Importance of adjusting to virtual meetings - how we can bring design principles
- ▶ Important balance of moving through agenda but leaving space for discussion and going with energy. Bring out different perspectives. Balance is important but difficult
- ▶ Importance of bringing clarity for what you want for each topic (e.g., brainstorm, decision)
- ▶ Side note: HBR sent an article around decisions in meetings
- ▶ Process to use to get to objective

Closing: Insight into Action

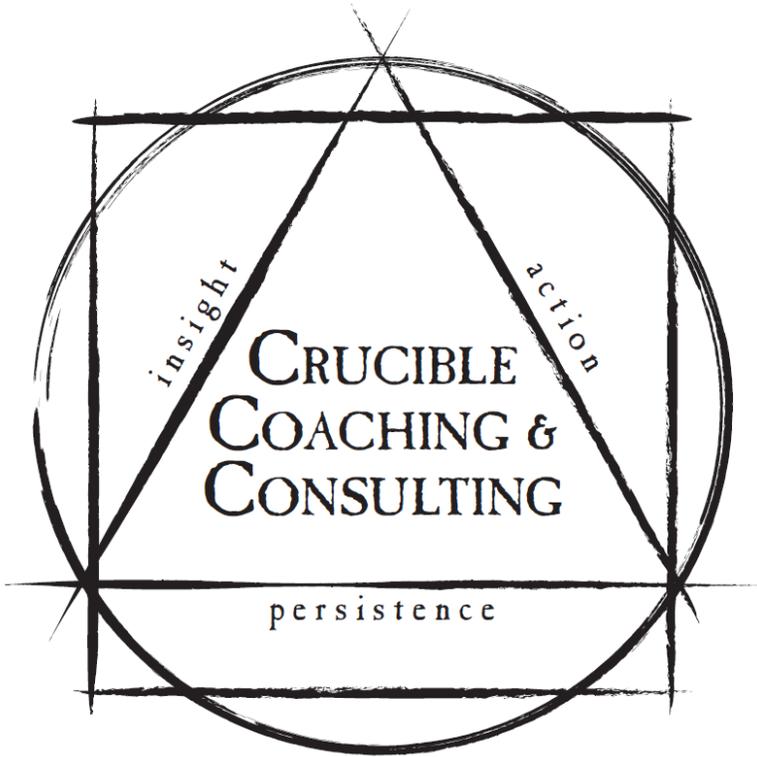
In the chat box, type the one thing from today's discussion that you're inspired to try in your own meetings.

Resources

1. **Community at Work Facilitation Training** - <https://communityatwork.com/>
2. **Facilitator's Guide to Participatory Decision Making** – Sam Kaner with Lenny Lind, Catherine Toldi, Sarah Fisk, and Duane Berger
3. **Let's Stop Meeting Like This: Tools to Save Time and Get More Done** – Dick and Emily Axelrod
4. **The Skilled Facilitator: A Comprehensive Resource for Consultants, Facilitators, Coaches, and Trainers** – Roger Schwartz (also the the Fieldbook)
5. **The Facilitator's Fieldbook** – Tom Justice and David Jamieson
6. **Standing in the Fire: Leading High-Heat Meetings with Clarity, Calm, and Courage** – Larry Dressler
7. **Death by Meeting: A Leadership Fable** – Patrick Lencioni

Thank You!

Continuing the Conversation...



Wade Shows

dwadeshows@cruciblecoachingconsulting.com

925.817.9778