Introduce yourself to the people on your table and discuss:

What is the most common complaint you hear about meetings?
Transform Your Meetings from Pointless to Productive

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Why Did I Choose To Talk About This Today
Why Is This A Problem?
Impact of Bad Meetings

- Decrease In Engagement
- Increases Frustration
- Negatively Affect Motivation
- We Get Worse Solutions
- Waste of Time & Money
Across the United States, over $25 million is wasted per day on meetings that aren’t necessary. Each year, this results in $37 billion thrown away on meetings that simply aren’t productive.

2014 Study by Bain & Company
“What is the most common complaint you hear about meetings?”
“They are a waste of time”

“Take too long”

“No clear purpose, goal or actionable outcomes”

“Pointless”

“Too many meetings”
168 Responses

- Behaviour: 6.0%
- Frequency: 24.0%
- Duration: 16.0%
- # Attendees: 2.0%

Value: 52.0%
Facilitation Loop

Prep  →  Doing The Work  →  Follow Ups

Open The Session  →  Close The Session

Always Take The Time To Close The Loop
Facilitation Loop

Prep

Doing The Work

Follow Ups

Open The Session

Close The Session

Always take the time to close the loop
Involve stakeholders, make a plan & send an invite

Goal ➔ Outcomes


Question Based Agenda

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Goal
For all attendees to understand the importance of productive meetings and how to achieve it.

Outcomes
Attendees can articulate what facilitation is and how it can help make meetings more effective.

Attendees can use the facilitation loop to plan their own productive meetings.

Attendees gain experience of multiple techniques to help support their teams.
Agenda

- Why is it important to improve our meetings?
- What is the most common complaint?
- How can we improve our meetings?
- How do we help our teams to come to better decisions?
- What does a Facilitator do?
- How do we get started?
The goal, outcomes & a question based agenda for the next meeting that you have coming up
# Tools For A Successful Meeting

## Parking Lot/Car Park

- **What?**
- **Who?**
- **When?**
- **DOD**

<table>
<thead>
<tr>
<th>What?</th>
<th>Who?</th>
<th>When?</th>
<th>DOD</th>
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## Visible Timer

- **Action Table**
Facilitation Loop

Prep → Doing The Work → Follow Ups

Open The Session → Close The Session

Always take the time to close the loop
You Create the Container, They Create the Content
Open The Session

*This is how we create the environment*

- Walk the agenda
- Introduce Any Tools
- Outline Roles & Responsibilities
- Ask: “Will This Agenda Help You Achieve The Goal?”

Confirm The Goal

Verify Outcomes

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Facilitation Loop

Prep → Doing The Work → Close The Session → Follow Ups

Always take the time to close the loop
Doing The Work

People have different ideas of what should happen & could be in contrasting moods.

Tools that make things visible, bring focus & give people a chance to be heard.

Build safety in the environment, make things visible & encourage people to build on ideas. “What else?”
Goal - To understand how we can improve the BCS Edinburgh event experience for future attendees.

Outcomes - A prioritised list of improvements to make to the next BCS Edinburgh event.
Mind Map

IMPROVEMENTS TO BCS EDINBURGH EVENTS

1. LEARNING NEW THINGS
2. PARTS WE ENJOY
3. MEETING NEW PEOPLE
4. ADD MORE SOCIAL TIME
5. SUBTOPIC 1
6. ASSOCIATION 1
7. SUBTOPIC 2
8. ASSOCIATION 2
9. ACTION 1

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This is the difficult part! People are trying to integrate other ideas & can experience cognitive dissonance.

Tools that group, theme, find commonalities & help people see a different perspective.

Provide a shared framework for understanding & structure. Listen for common ground & make connections.
Effort/Impact Grid

- **Action 1**: High Impact, Low Effort
- **Action 2**: Low Impact, Low Effort
- **Action 3**: High Impact, High Effort
“Finally we are getting something done!”
This is a time when people can talk to each other with minimal confusion.

Tools that help with evaluating, selecting or planning.

A gentle nudge towards goal & outcomes. Very light touch.
Dot Voting

- Action 1
  - 3 dots

- Action 2
  - 1 dot

- Action 3

- Action 4

- Action 5
  - 1 dot

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Discuss In Groups:

How you can use this knowledge and techniques at your next meeting.
Facilitation Loop

Prep

Open the Session

Doing the Work

Close the Session

Follow Ups

Always take the time to close the loop

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Close The Session

Ensure you close the loop or you can lose any work achieved

- Revisit Parking Lot
- Complete Action Table
- Plan For Next Meeting
- Have We Met Our Goal?
- Summarize The Work
- Celebrate!
Tip #1
Pay Attention to Your Energy & Theirs
Tip #2
Start Strong & End Strong
Tip #3
Display Goal & Outcomes
Tip #4
Visualization
Tip #5
Incorporate Movement
Tip #6
PREP!!!
With The Person Next to You Discuss:

Which of the tips you plan to try first and how?
Action Plan

- Retrospect on your current meetings
- Talk to your team
- Lead by example
- Request goal & outcomes
- Measure
- Mentor others
Transform Your Meetings from Pointless to Productive

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