# Introduce yourself to the people on your table and discuss:

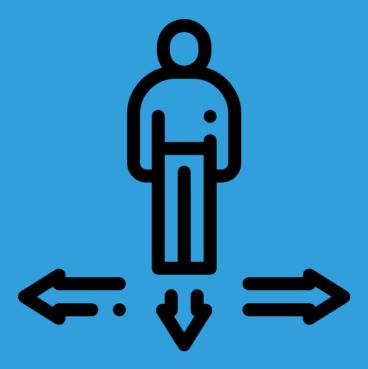
What is the most common complaint you hear about meetings?

# Transform Your Meetings from Pointless to Productive

#meetingmadness @PhiliyLander

# Why Did I Choose To Talk About This Today











**Decrease In Engagement** 



**Increases Frustration** 



**Negatively Affect Motivation** 



**We Get Worse Solutions** 



**Waste of Time & Money** 

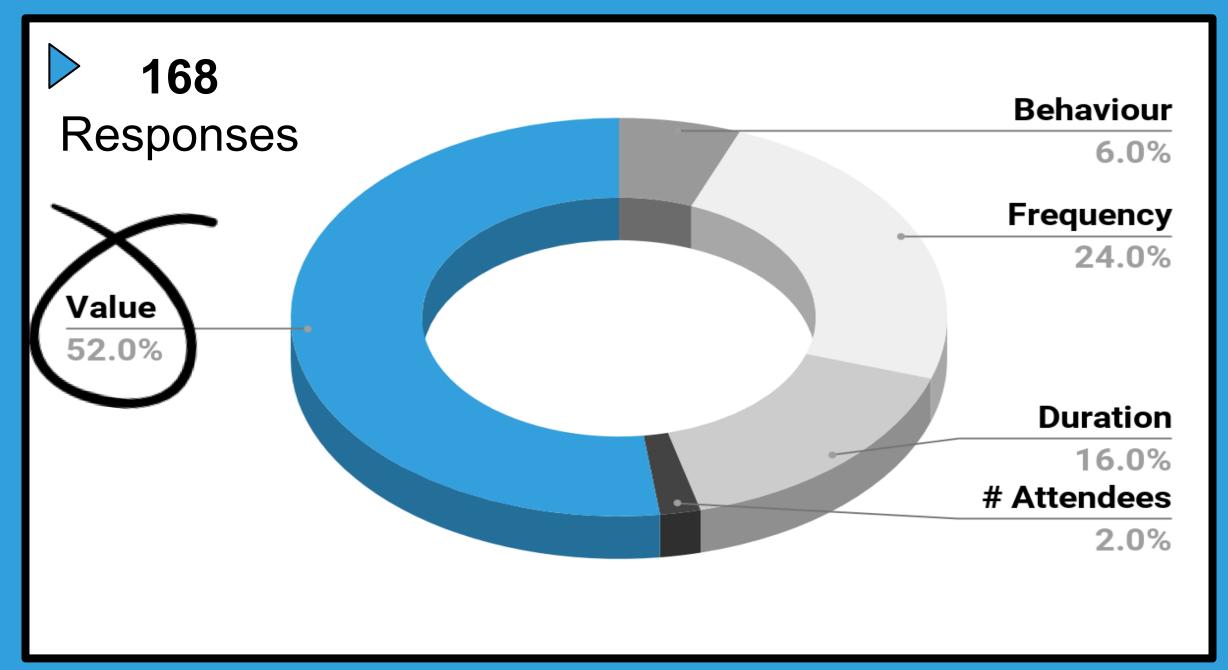
Across the United States, over \$25 million is wasted per day on meetings that aren't necessary. Each year, this results in \$37 billion thrown away on meetings that simply aren't productive.

2014 Study by Bain & Company

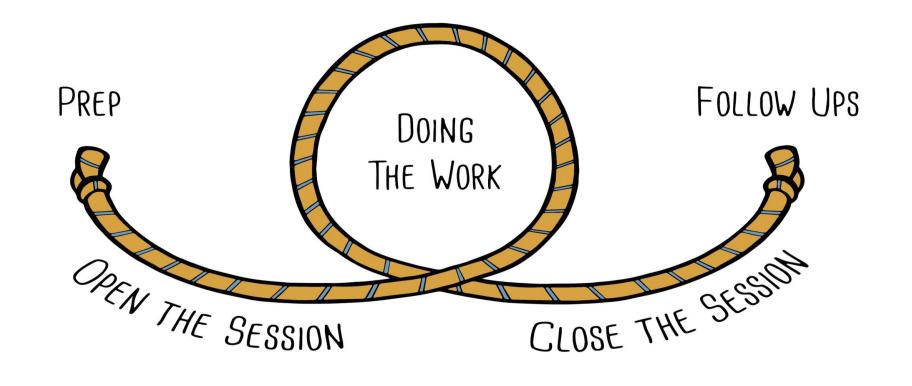


## "What is the most common complaint you hear about meetings?"



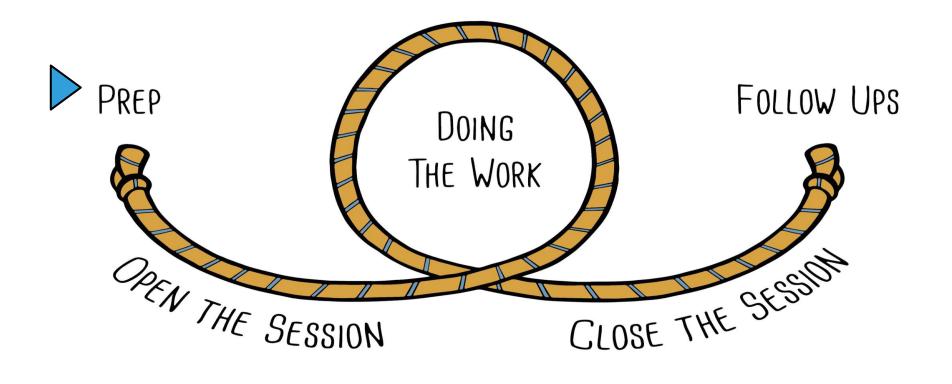


### FACILITATION LOOP



ALWAYS TAKE THE TIME TO CLOSE THE LOOP

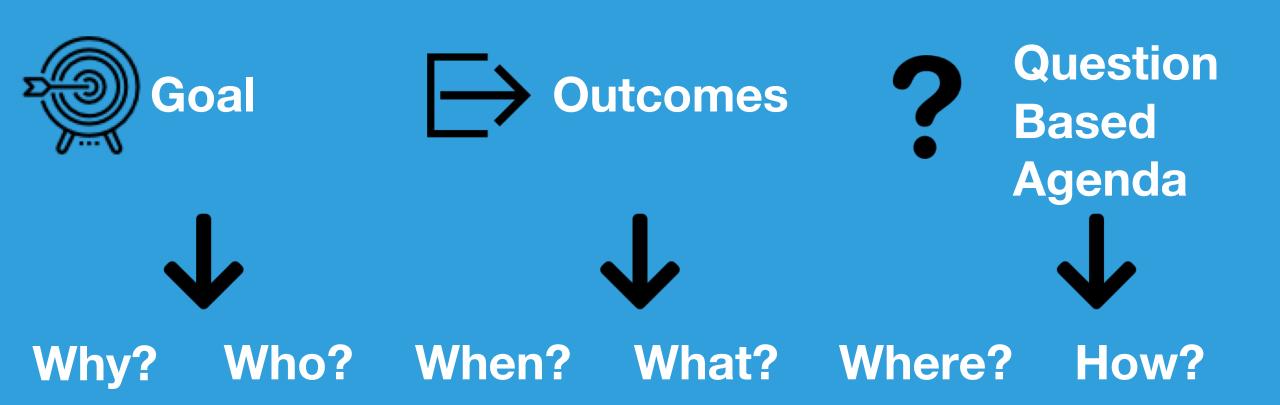
### FACILITATION LOOP



ALWAYS TAKE THE TIME TO CLOSE THE LOOP



### Involve stakeholders, make a plan & send an invite





#### 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.



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?



## With The Person Next to You Design:

The goal, outcomes & a question based agenda for the next meeting that you have coming up



Meeting





Parking Lot/ Car Park

Visible Timer

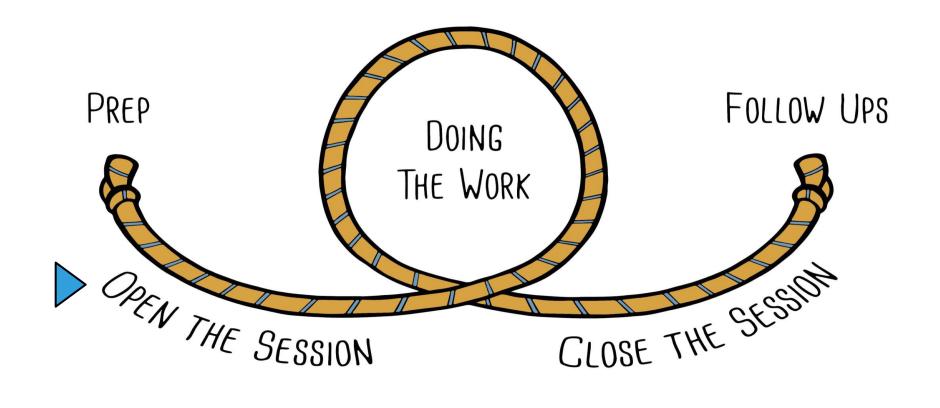


#### **Action Table**

What?	Who?	When?	DOD



### FACILITATION LOOP



ALWAYS TAKE THE TIME TO CLOSE THE LOOP



## Open The Session

This is how we create the environment



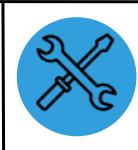
Confirm
The Goal



Verify Outcomes



Walk the agenda



Introduce Any Tools



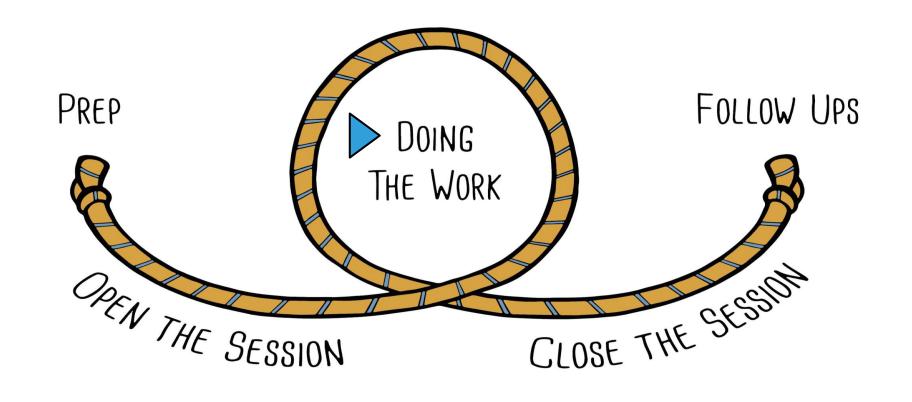
Outline Roles & Responsibilitie s



Ask: "Will This Agenda Help You Achieve The Goal?"

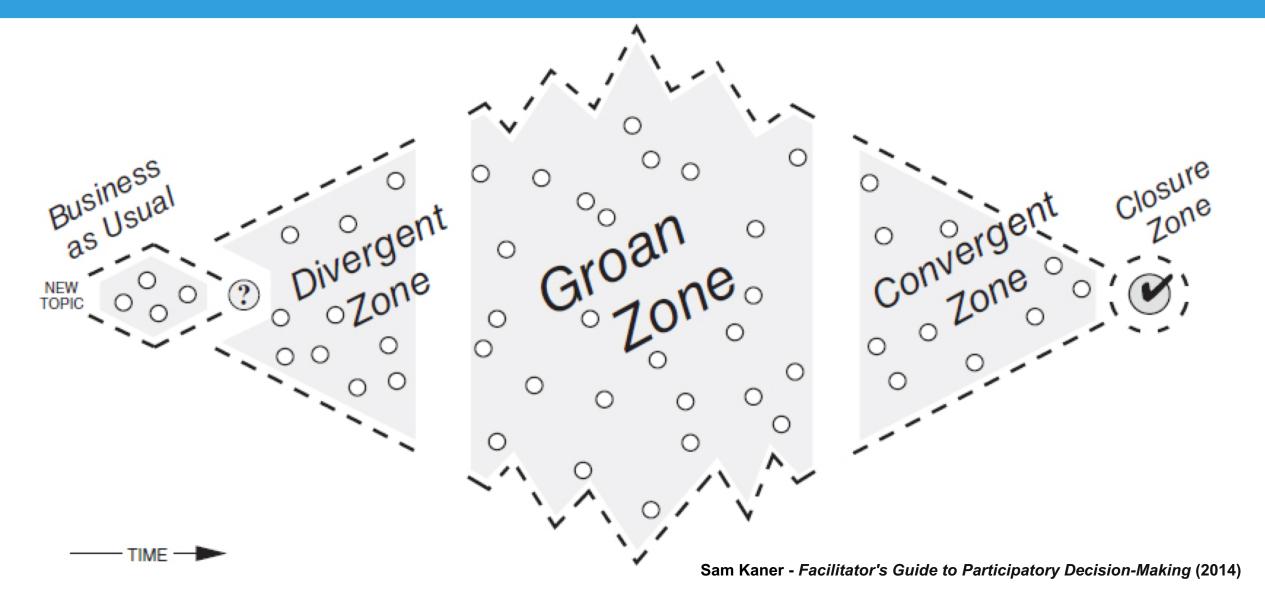
@PhiliyLander

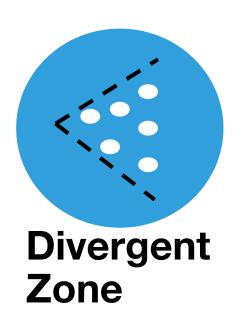
### FACILITATION LOOP



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.

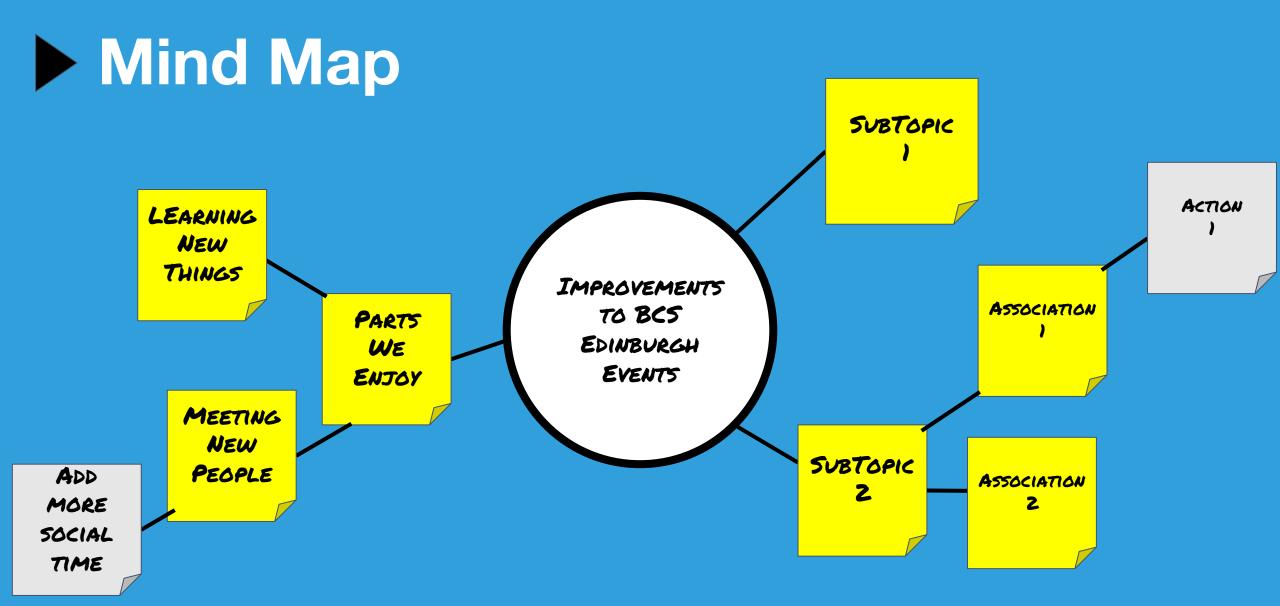
#### FACILITATOR

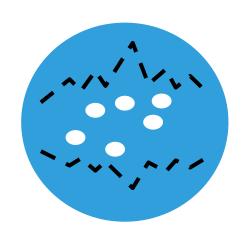


Build safety in the environment, make things visible & encourage people to build on ideas. "What else?"

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.





**Groan Zone** 



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.

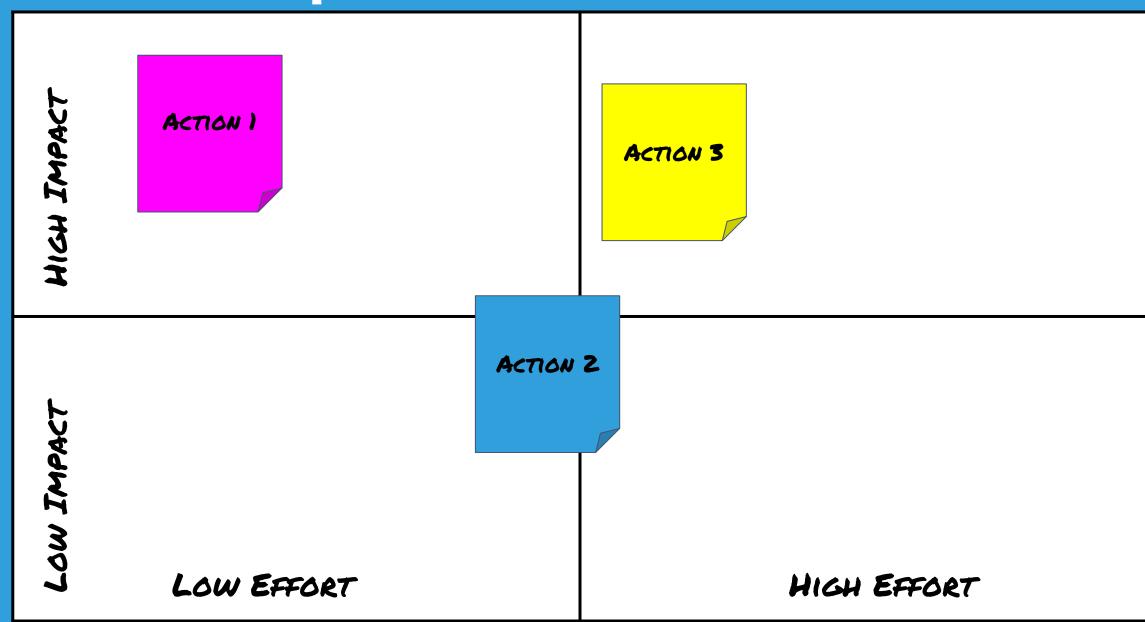
FACILITATOR



Provide a shared framework for understanding & structure. Listen for common ground & make connections.



#### Effort/Impact Grid







"Finally we are getting something done!"
This is a time when people can talk to
each other with minimal confusion.



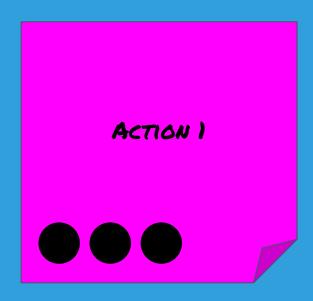
Tools that help with evaluating, selecting or planning.

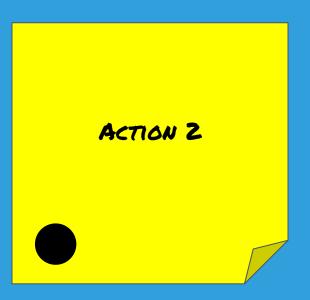
#### FACILITATOR

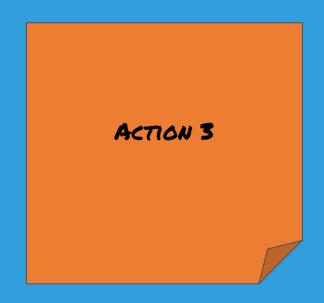


A gentle nudge towards goal & outcomes. Very light touch.

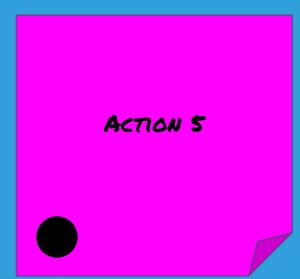
#### Dot Voting







ACTION 4

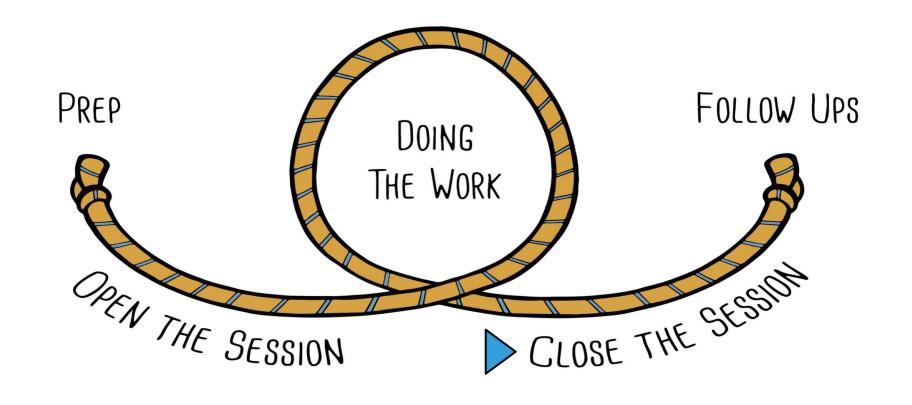




#### Discuss In Groups:

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

### FACILITATION LOOP



ALWAYS TAKE THE TIME TO CLOSE THE LOOP

## Close The Session

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



Have We Met Our Goal?



**Summarize The Work** 



Revisit Parking Lot



**Complete Action Table** 

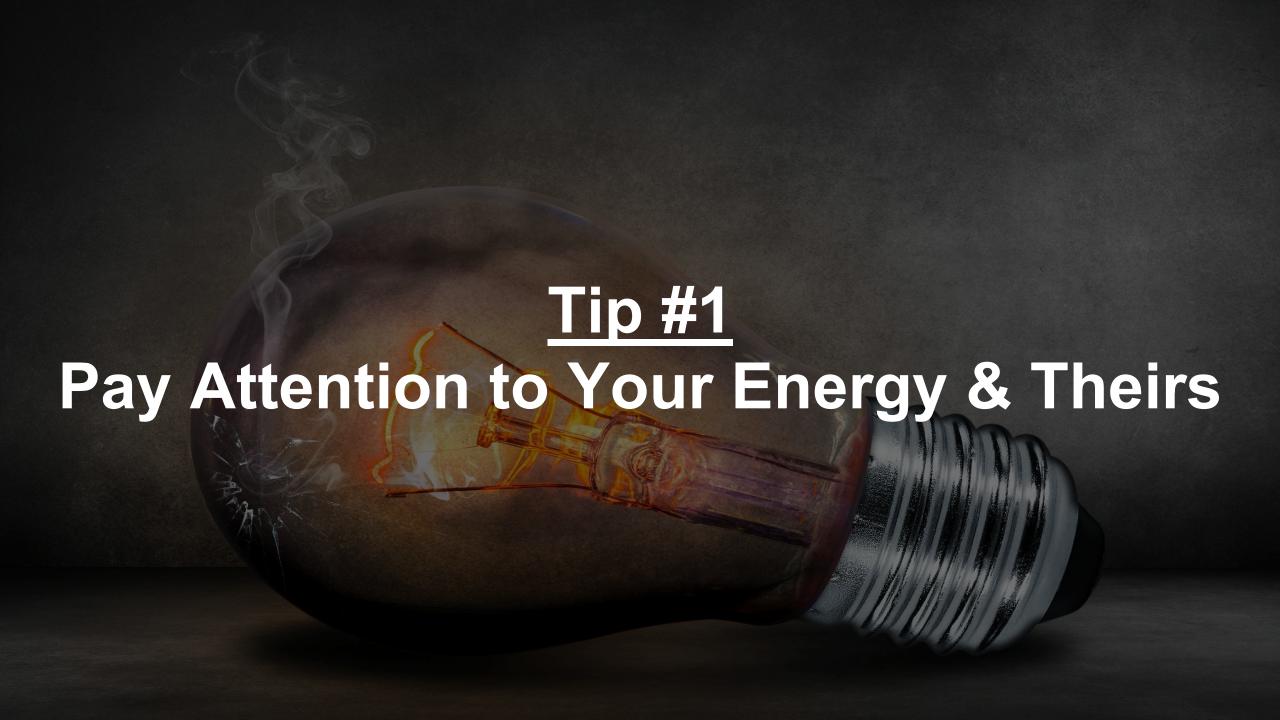


Plan For Next Meeting



**Celebrate!** 

@PhiliyLander

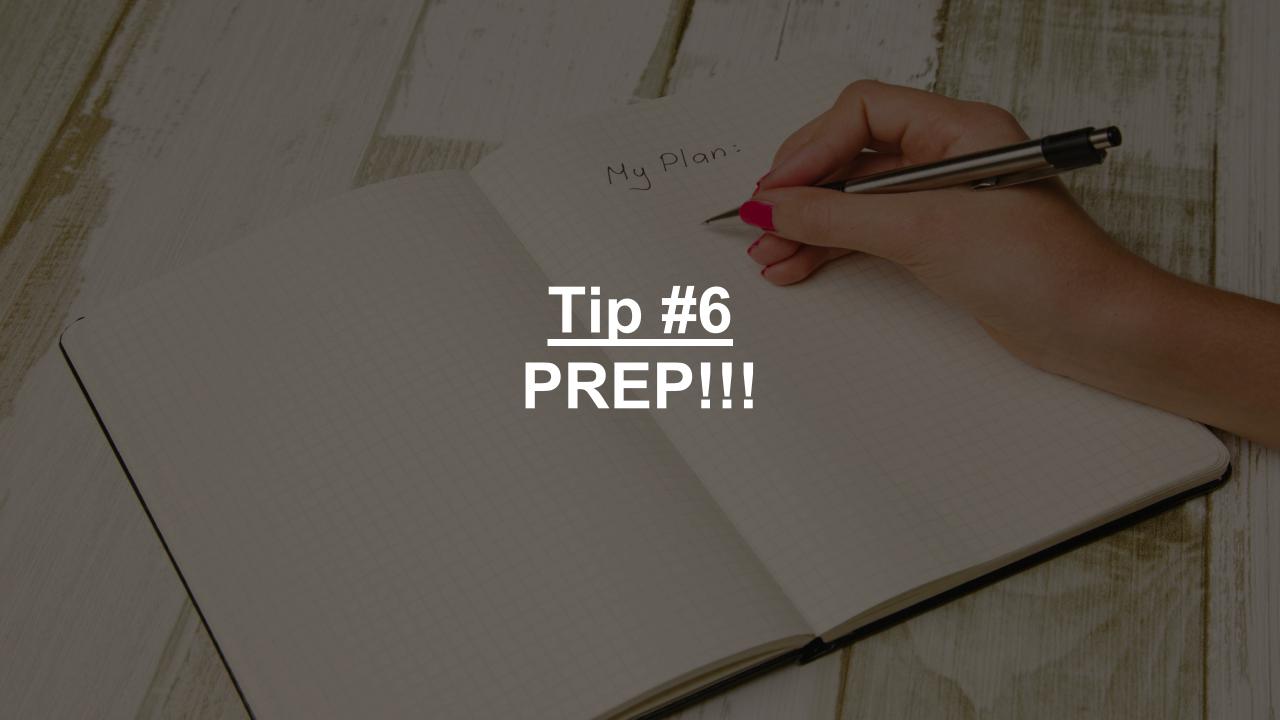


# Tip #2 Start Strong & End Strong











## 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

#meetingmadness @PhiliyLander