strelo

Powerful, Productive & Inclusive Meetings
April 14, 2021
12-1 pm (1 hour)

Preparation:
1. Please review this document when you arrive

Resources: Feel free to download these handouts during or after our session today:
1. [Intended Outcomes](#) handout
2. [Outcomes and Processes](#) handout
3. [Inclusive Virtual Meeting](#) Techniques
4. [A Meeting Plan Template](#)

Participants: City of Boise EnergizED Workshop Participants

Facilitator: Shannon Rush-Call, Co-Founder, [Strelo Group](#)

Context:
Meetings are the foundational organizing unit of our work lives, and are at the heart of how we accomplish change initiatives. Yet, do you ever sit in meetings and wonder…*Why am I here? Why are we talking about this (again)? What are we doing? When will I have the opportunity to speak? Why are only a few people monopolizing the discussion? Are we really getting our team's best ideas on the table?* Do you ever leave meetings regretful of the time spent, uncertain of the work that was accomplished, or unclear about your next steps?

Our pressured lives can leave us feeling we have too much to do and too little time (to waste). Imagine a world in which meetings are powerful problem-solving engines and participatory, where participants are energized, productive and even glad to have attended. Imagine a world in which the voices in the room, including yours, are heard equally and collective wisdom is leveraged. This is a world where meetings generate the changes we seek and courageously move our work forward. You'll leave this session with strategies and tools you can apply immediately to make your meetings more powerful, productive, and inclusive.

Intent: To have increased understanding and ability to create powerful, productive & inclusive meetings.

Intended Outcomes:
1. A shared understanding around the pain and promise of meetings
2. Increased understanding of what elements make up powerful and productive meetings
3. Increased ability to articulate meeting outcomes
4. Increased ability to distinguish between meeting processes & content
5. Increased confidence that you can create powerful meetings!
6. Increased relationship & community between and among the members of this group

Agenda:

-0:05 *(5 min)*	*Early Arrival*	*Use the chat box to say "hello", your organization and where you are dialing in from*

12:00 (5 min)	Check-in	1. Melinda introduces herself and Shannon
		2. Shannon welcomes all
		3. Shannon introduces what is a check-in (both content & process):
		4. Participants check-in:
		    a. *Share your name and organization (if applicable)*
		    b. *When you hear the word "meetings" - what's the first word that comes to your mind?*

12:05 (5 min)	Workshop overview	Introduce our workshop plan, outcomes & roadmap (agenda)

12:10 (15 min)	Meetings!	1. Shannon introduces: What's a meeting and why we dislike them
		2. Participants engage in two slido polls
		3. Shannon shares:
		    a. The 5 "W's" of a powerful, productive & inclusive meeting
		    b. The value of a shared meeting framework
		4. Q&A

12:25 (15 min)	Intended Outcomes	1. Shannon presents: Outcomes-Based Thinking (~8 min)
		2. Participants engage in a slido poll
		3. Have the intended outcomes handout open for this exercise
		4. Participant thought exercise: (~5 min, time permitting)
		    1. *Recall a recent meeting agenda topic you experienced*
		    2. *Identify which of the six* **intended outcome categories** *you think the topic belonged to*
		    3. *Articulate the "old" intended outcome*
		    4. *Reimagine this same agenda topic as a* **different category** *of intended outcome (especially if it could have been more productive, powerful or inclusive)*
		    5. *Articulate the "new" intended outcome*
		5. Q&A

12:40 (15 min)	Process & Content	1. Shannon introduces the distinction between meeting processes & meeting content 2. Participants engage in a slido poll 3. Shannon presents designing inclusive meeting processes 4. Participants engage in a slido poll 5. Q&A
12:55 (5 mins)	Check-out	1. Shannon presents takeaway resources and how to learn more 2. Participants check-out via a word cloud poll: *Which elements from today's session do you commit to practicing in order to create more powerful & inclusive meetings?*
1:00	**Adjourn**	