Making Meetings Work: How to Get Started, Get Going, & Get it Done

Show-Me Professional Learning Conference
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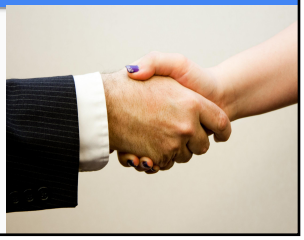
#showmepd16

https://www.govote.at/037e27

Working Agreements

We will:

- Begin and end on time
- Consider positive possibilities
- Participate and process
- Practice focused listening
- Be solution oriented
- Keep technology in manners mode



Making Meetings Work:

1. Planning a Meeting
2. Getting the Group Started
3. Running the Meeting
4. Making Decisions
5. Taking Action

1. Planning a Meeting

- Establish a purpose
- Plan with a few colleagues
- Select group members
- Build the agenda
- Design the surround

Establish a Purpose

What is the purpose of the meeting?

- Do you need a decision?
- Do you want to generate ideas?
- Are you getting status reports?
- Are you communicating something?
- Are you making plans?

By the close of this meeting, I want the group to...

Planning With Others & Selection of Group Members

- Whom do you plan with?
  - Why plan with others?
- Whom do you select to attend the meeting?

Build the Agenda

Design the Surround

2. Getting the Group Started

- ➔ Set the Norms https://goo.gl/KsE8Jg
- ➔ Establish Roles
- ➔ Set Operating Procedures https://goo.gl/2q27Fg
- ➔ Build a Knowledge Base

Build a Knowledge Base

- Information needed prior to the meeting?
- Send information via email: article, video, notes, etc.
- During meeting - Jigsaw; First Turn, Last Turn

3. Running the Meeting

- Use introductions and warm-ups
- Use structures to guide the work
- Break up the time with energizers
- Ask questions
- Manage the challenges (learning opportunities)
- Close the meeting well

Using Introductions & Warm-Ups

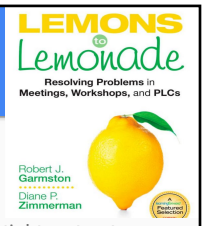
Use Structures/Protocols

- Agenda
- Introductions & Warm-Ups
- To get voices in the room
- Decision Making
- Discussion

Energize

Ask Questions

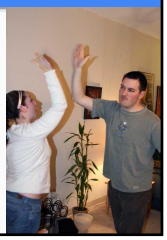
Manage the Challenges



- Presume positive intentions
- Use proximity
- Regaining the group's attention
- The more emotional the issue, maintain tighter structures and process frequently
- Listen to understand!
- May have to agree to disagree agreeably

Close the Meeting Well

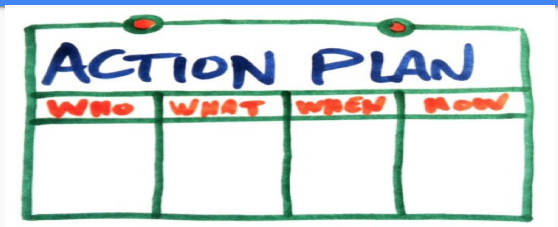
- Review action items
- Review assignments
- Highlight items for the next session
- Debrief
- Assess the work http://goo.gl/EjcXYa



4. Making Decisions

- Review what will be decided
- Determine who will decide
- Determine *how* decisions will be made
  - Use a structure:
    - Consensus Map
    - 4 Corners
    - Snowball - Will of the Group
    - Spend-a-Buck
    - Fist to Five

5. Taking Action



Setting SMARTER Goals

- SPECIFIC: Know exactly what needs to be done.
- MEASURABLE: How will you know whether it is done?
- **AMBITIOUS/ACTIONABLE**
- REALISTIC/RESULTS-ORIENTED/RELEVANT: Fits the responsibility and nature of the group. Is meaningful to the group.
- TIMEBOUND: Know when it needs to be completed.
- EVALUATE: How progressing toward goals?
- REFLECT: How did you do? What's next?

Resources - Online

- http://opi.mt.gov/PUb/PDF/RtI/Implement/ExploreB/SevenNormsToolkit.pdf
- www.miravia.com
- www.thinkingcollaborative.com
- http://www.effectivemeetings.com/meetingbasics/

Resources - Books

- ***Cooperative Meetings*** by Kagan, Kettle, McLean, & Ward
- ***Teacher Teams That Get Results*** by Gregory & Kuzmich
- ***The Adaptive School: A Sourcebook for Developing Collaborative Groups*** by Garmston & Wellman
- ***Groups at Work: Strategies and Structures for Professional Learning*** by Lipton and Wellman

More Books

- ***Data-Driven Dialogue: A Facilitator's Guide to Collaborative Inquiry*** by Wellman and Lipton
- ***201 Icebreakers: Group Mixers, Warm-Ups, Energizers, and Playful Activities*** by West
- ***Lemons to Lemonade: Resolving Problems in Meetings, Workshops, and PLCs*** by Garmston & Zimmerman

Reflections & Next Steps

What squares with your thinking; your style for planning, organizing, and running meetings?

What are some things you will commit to trying for your next meeting?

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