Effective Meeting Flow

These are needs for meetings:
1. Predictability (meeting foundations)
2. Purpose (defined outcome/team value)
3. Pace (too slow or too fast can frustrate)
4. Problem Solving (strategic; short- or long-term)
5. Processing (sense-making and feedback)
6. Productivity (deliverables and work products)

Entry/Start: Establish a Welcoming Climate and Create Positive Conditions
- Preview the agenda
- Review the Previous Notes/Events (making connections to prior activities/experiences)
- Norms/expectations that have been established or are created are displayed, referenced, &/or revisited
- Introductions/Attendance (lift up each person’s voice in the room)
- Outcomes are defined and are named/noted
- Warm-Up (possibly, using this time as a consistent opportunity to feature celebrations/gratitude)

Activities – A Facilitator’s Role
- Balance the conversation, content review, and collaboration;
- Some delivery is expected – and beneficial... a meeting with no guidance/leadership/shared learning or content portion(s) can feel like a work session only...if it is a work session, name it and have clear protocols;
- Help manage the progression and interactions (e.g., ‘shared air time’); maintain patience and adaptability.

Activities will likely include all of the following. Strategically sequence these to maximize engagement.

<table>
<thead>
<tr>
<th>Updates, announcements, information to share</th>
<th>Direct, Explicit Instruction</th>
<th>Proposals</th>
<th>Interactive Content</th>
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</thead>
<tbody>
<tr>
<td>Can this be done virtually? (e.g., google form/doc)</td>
<td>There may be a need to learn concepts/content. What will empower the group? Acknowledging that it may “stretch” or be new, how will the delivery build capacity – enabling and equipping each member - without “overwhelming” anyone?</td>
<td>Specifically request the level of feedback desired. Consider: Varying the quantity and methods of the: Opportunities to Respond (OTRs) to fit the need and to collect input with efficiency and intentionality.</td>
<td>What is conducive to working through one’s thinking and to capitalize on the thinking of the group? Do groupings need to be strategic (to maximize dynamics) or convenient (i.e., nearby partner/s)?</td>
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Exit/Closure: Launch with Optimism, Opportunity, and Outcome
- Reflect: Review outcomes and progress towards them
- Preview next steps or provide reminders for action items
- Evaluate the session (for both: process and product)
- Assure follow-up and offer support(s)