

2-1-1 TALKS*Helping those that help others.*

Meetings That Matter

Better Meetings Get More Stuff Done.

2-1-1
Get Help. Give Help.

Session Objectives

- Become familiar with the components of super productive meetings.
- Think about what you can do “save the meeting”.

Agenda

Group Norms

Why Meetings Matter

Design:

- Design with the end in mind
- Decision-making styles
- Preparing as a participant

Develop:

- Agenda creation and use
- Toolkit review
- Pre-meetings
- Logistics checklist

Group Norms

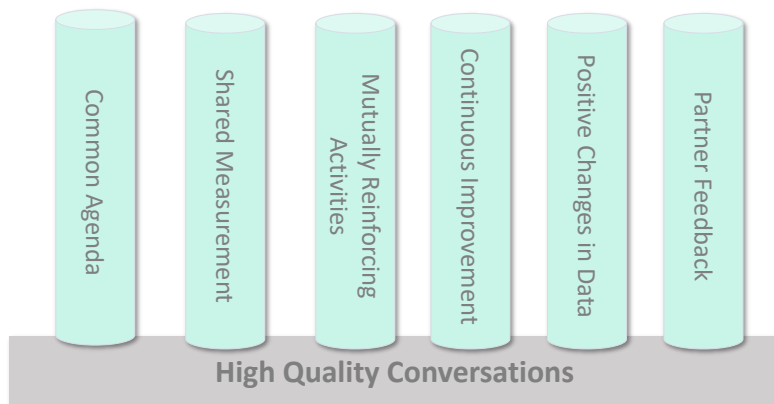
Be Present
Be Yourself
What else?

Why Meetings Matter

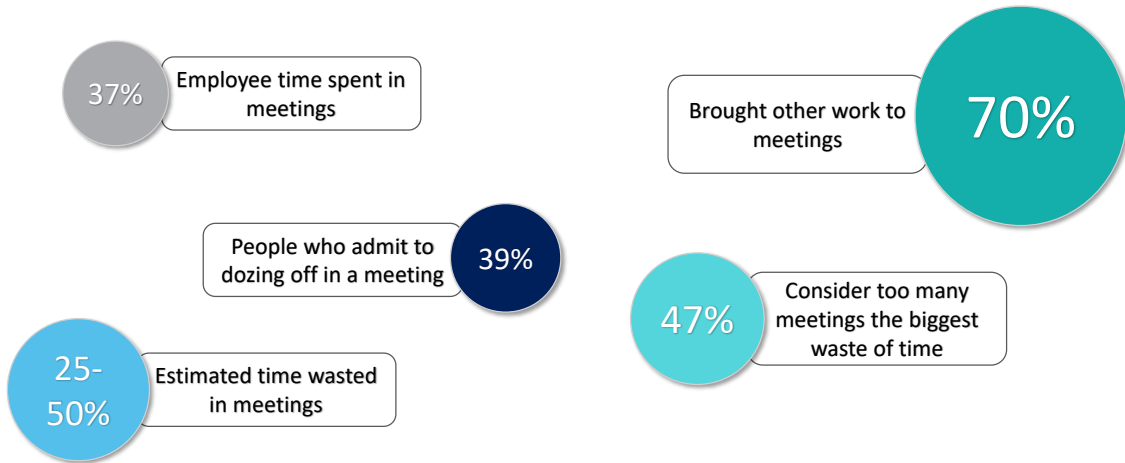
In Utah, what problems do you think are the most persistent?

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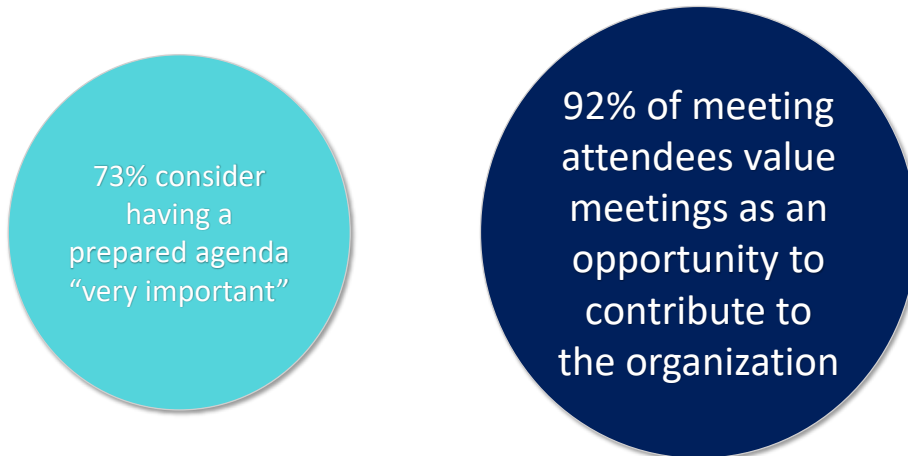
Collective Impact



You're Probably Normal



The Good News

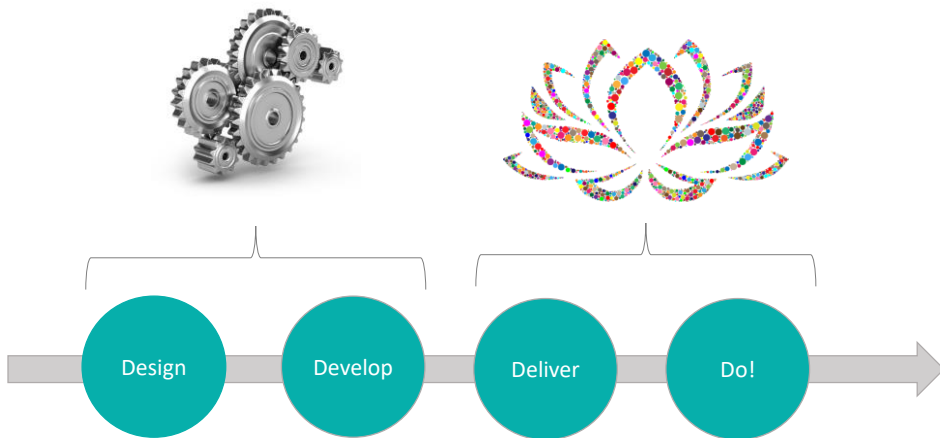


Facilitation

The art of leading people through processes toward agreed-upon meeting results in a way that lets the group own and act on decisions.

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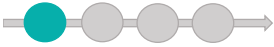


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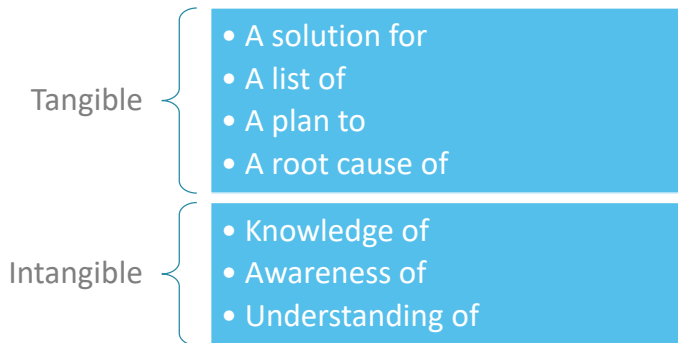
Design



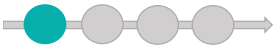
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Design With The End in Mind



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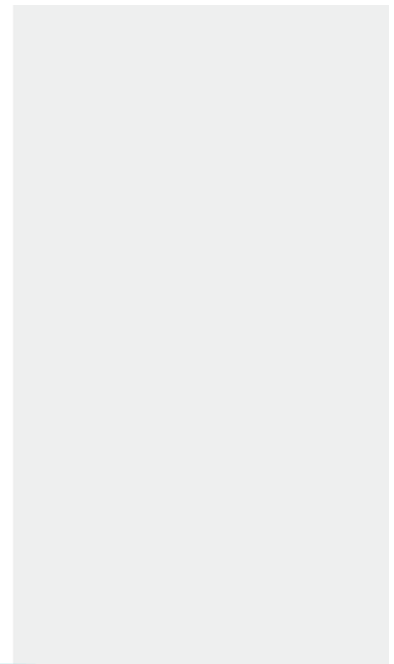
Design with the end in mind

Think of an upcoming meeting
(that you're either leading or attending)

- Is the meeting outcome clear?
- If not, define one now
 - Either alone or with others you'll be meeting with



Decide How to Decide



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Decision Making Spectrum



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APPROACH:

Autocratic - You make the decision and inform others of it.

PROCESSES:

Autocratic 1 (A1) – You use the information you already have and make the decision.

Autocratic 2 (A2) – You ask team members for specific information and you make the decision.



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APPROACH:

Consultative – You gather information from the team/others then make the decision.

PROCESSES:

Consultative 1 (C1) – You inform the team and ask opinions but don't bring them together. You make the decision.

Consultative 2 (C2) – You get the team together to discuss the situation, hear their perspectives, solicit suggestions. You make the decision.



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Preparing As A Participant

- If objectives aren't clear, ask!
- Ask how you'll be expected to contribute.
- Ask if there's anything you need to do/bring to prepare.
- Refresh your memory on past meetings.
- Bring the right people with you.
- Consider your previous action commitments.
- Ask "What's the point?!"
 - Reflect on how you see the work of the meetings in achieving equity or outcomes.

Develop



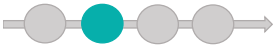


Agenda Examples

- Population-level outcome
- Supporting or clarifying data
- Meeting objectives
 - Times
 - Tools / Processes

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Facilitation Toolkit

- **Multi-purpose tools**
 - Working Agreements
 - Flip Charts
 - Brainstorming
 - Mind mapping
 - Six Thinking Hats
 - Affinity diagrams (“storyboarding”)
 - Dot voting / poll everywhere
 - Check-in/Check-out
- **Consensus building tools**
 - Definition of consensus (procedural vs. distributional justice)
 - Thumbs Votes & Finger Votes
- **Problem-solving Process tools**
 - Defining the problem
 - problem statement
 - Analyze the problem
 - 5 Why’s
 - Fishbone Diagram
 - Process map
 - 5 hats
 - Generate Solution
 - Facilitated Discussion
 - Evaluate and Choose Solutions
 - Insert grid from RBA
 - Plan for Action
 - Who does what by when and how will you follow-up?
 - Implement
 - 30-60-90 Day
- **Accountability**
 - Summarize group decisions, key themes, action commitments
 - Follow-up next-step emails
 - Who does what by when, how to follow up?

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Top 5: What I've Learned / FAQs

1. Yes, you seriously have to prep and it takes time.
2. A list of things to discuss does not equal a meeting result.
3. A note taker and time keeper can feel like overkill, but it really helps.
4. Some meetings will never be awesome – and that's okay.
5. There's ALWAYS something you can do to save the meeting.

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Questions & Thank You!

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