

Program Outline: The Meetings Revolution

An online course to make meetings more productive and inspiring
Six modules and 27 keys over three months

Module 1: Five keys to getting equipped

Put in place the essential foundations for your team to help transform your meeting misery to effective, productive and motivational experiences.

<p>Key #1 Why role clarity is required for effective meetings.</p> <p>Key #2 Replace the Chair or Team Lead with a skilled a facilitator and a secretary.</p> <p>Key #3 Use a collaborative platform to support your meeting process and outputs.</p>	<p>Key #4 Replace the generic 'team meeting' with different meetings for different purposes.</p> <p>Key #5 Rethink your team's regular operational meetings.</p>
---	--

Module 2: Five keys to mastering meeting preparation

So that you attend just the right meetings, with the right information, and you are perfectly prepared to get what you need and give others what they need.

<p>Key #6 Free up time by reducing your meetings.</p> <p>Key #7 Give transparency on completion of critical ongoing work with Checklists.</p> <p>Key #8 Give visibility on Metrics/OKRs.</p>	<p>Key #9 Update the current projects you need others to know about.</p> <p>Key #10 Bring everything you need to get addressed to the right meeting.</p>
--	--

Module 3: Five keys to getting what you need and supporting others to get what they need from each meeting

Avoid wasting time building the agenda before the meeting and have confidence that everything you need will be addressed in the meeting.

<p>Key #11 Add everything you need to address to the Dynamic Agenda.</p> <p>Key #12 Give & receive rapid updates with clarifying questions only and no discussion.</p>	<p>Key #13 Take responsibility for getting what you need from every meeting.</p> <p>Key #14 Give input to others, focussing on the issue and the output, without endless discussion.</p> <p>Key #15 Get your issues dealt with without others hijacking them- and don't hijack others issues.</p>
--	---

Module 4: Four keys to fruitful follow-up from meetings

So that nothing gets lost, stuck or bottlenecked and work keeps flowing smoothly after meetings.

<p>Key #16 Capture your meeting outputs in your Trusted System.</p> <p>Key #17 Follow up on anything not finished in the meeting.</p>	<p>Key #18 Proactively address your issues between meetings.</p> <p>Key #19 Schedule or request another meeting if really needed.</p>
---	---

Module 5: Five Keys to Artful Meeting Facilitation

So that meetings follow a clear structure to flow smoothly and productively.

<p>Key #20 Follow a clear meeting structure.</p> <p>Key #21 Triage agenda items by identifying the minimum next step instead of trying to make decisions or completely solve them.</p>	<p>Key #22 Identify which Role has authority to make a decision or take action.</p> <p>Key #23 Deal with one agenda item at a time.</p> <p>Key #24- Get through every agenda item in every meeting.</p>
--	---

Module 6: Three keys to Smooth Meeting Organisation

To provide clarity inside meetings and capture and share clear next steps

<p>Key #25 Record projects & next actions by Role so everyone leaves the meeting knowing what their follow-up will be.</p> <p>Key #26 Show Roles during meetings so it's clear which Role has authority to make a decision or take action and projects/next actions can be assigned to them.</p>	<p>Key #27 Follow clear protocols for scheduling meetings to avoid confusion about meeting logistics and ensure meetings are scheduled at just the right frequency.</p>
--	---