

# Making Meetings More Productive

Virtual in one or two hours

This workshop focuses on the elements of more productive meetings, including the decision-making model for whether or not to attend meetings, the keys for setting up productive meetings, and aligning on meeting governance and guidelines. Can be offered with an intact team or individual open enrollment to take back key learnings.

Offered in a two-hour format to include learning how to get the most out of meetings in Microsoft Teams or one-hour without Teams.

## Course Outline

### Teams Features and Functions (two-hour version only)

- Creating meetings
- Tips for screen sharing
- Chat in meetings vs. Teams chat
- Camera and backgrounds
- Options for taking meeting notes
- Leaving and muting chats
- Teams status when in meetings and when presenting
- Resolving connection issues
- Options for tracking 1:1 meetings in Teams

### Meeting Decision Model

- Challenging the meeting culture, habits around saying yes, and doing back-to-back meetings
- Trusting it's OK to say no, but seeking clarity first
- Asking to inviter clarification questions to make a good decision
- Aligning decisions to key objectives and priorities

### Keys for Productive Meetings

- Defining purpose
- Deciding who should attend
- Drafting agenda
- Including supporting information, including what participants should prepare for
- Setting up a meeting template

### Governance and Guidelines

- Creating focused vs. general meetings
- When to call a meeting vs. email vs. phone call
- Breaking the cycle of recurring meetings
- Required vs. optional participants
- Agreeing to start/stop times
- Fully participating and getting alignment on not multi-tasking