



more
than just
meetings

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tasks & timeline updates | ideation huddle | strengths huddle | work plan updates

task & timelines updates

frequency | bi-monthly



intent

to assist in the 'flow' of key tasks as they correspond to self determined timelines



what is it

approximately a 2 hr. meeting with team members to review what's in our organizational/department pipeline



what's the feel

keep a quick and fast pace as these meetings (depending on the number of tasks) can be 2 hrs



why is important

meetings tend to be topic specific with key actions being reserved towards the end. dedicating one specific meeting to answer, "where are we with that key action? do we need to adjust the timeline?" helps maintain our focus on moving actions forward and address any blockages in the key action pipeline



keys to facilitation

start with reviewing calendar and upcoming events and meetings. review only items that are past due. address overdue items with no guilt or moral bias. renegotiate new due dates. have google document with task & timeline and master calendar ready

ideation huddle

frequency | on-demand



intent

provide intentional time and energy that solicits the groups best thinking around a topic



what is it

approximately 45 minutes - 1 hr. meeting where team members move beyond a simple brainstorm that includes grouping, naming and prioritizing ideas



what's the feel

though somewhat quick, ideation huddles elicit a sense of hope and coherence as apparent random ideas become group to create new meanings



why is important

by categorizing distinct meetings for ideation that can be called upon, eases potential anxiety around new projects, road blocks, and/or provide insights to new possibilities



keys to facilitation

utilize the formula of: state **givens** | **brainstorm** | **group** | **name** | **reflect**. also, use post its and follow the instructions: **1 idea per post it** | **write big** | **3-7 words**. different iterations can be made after reflect by asking: of these columns, who will be ARCI? if we are to prioritize these columns what would that look like?

strengths huddle

frequency | quarterly



intent

to check in as a team to calibrate our collective strengths.



what is it

a half or full day session where team members are able to discover, develop and apply their individual strengths collectively



what's the feel

though many have hesitations regarding a full day meeting, these huddles have an upbeat and affirming tone that engages all team members



why is important

quarterly check in's as a team pay dividends in the long haul. becoming a strengths based organization takes time and it takes making time to name, claim and aim our strengths



keys to facilitation

it is ideal to have an external facilitator so all team members are able to participate as participants. one of the first activities would be to ideate strengths based agreements as a team

workplan updates

frequency | quarterly



intent

review a particular workplan to provide any needed updates and calibrate any adjustments



what is it

approximately 1.5-2hr meeting where team members review a workplan and discuss status of deliverables, current activities and make adjustments



what's the feel

the initial feeling is “we have seen this in a while”, so there is an initial hesitation. this subsides as soon as the review begins. at the end there is a sense of accomplish as well as a heightened sense of urgency



why is important

these type of meeting synchronizes the macro and micro. also, by reviewing a workplan quarterly this eases the anxiety of cramming to finish a final report. by utilizing these workplan check in's we ensure our commitments to stakeholders



keys to facilitation

have all workplans in one shared google folder. have the evidence/metrics section hyperlinked to appropriate documents. when issues come up determine what needs to be added to the tasks & timelines, what needs an ideation huddle etc.