From **Meeting Mania** to **Meeting Magic**

SIRC | **blueprint**
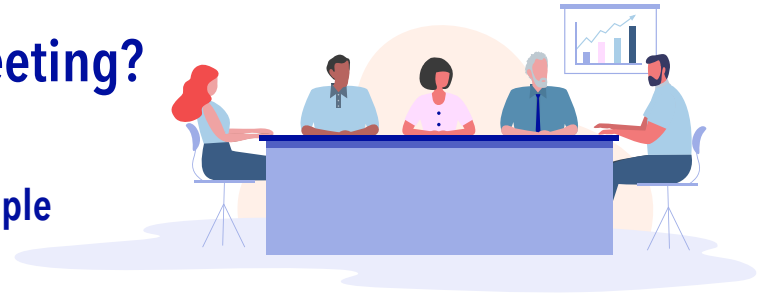
Thinking about scheduling a meeting?

Run through the following POSTER to make sure you're building a meeting people want to attend.

PURPOSE
- What is the purpose of this meeting?
- Is the meeting necessary? Desirable? Justifiable?

- Meetings can be informative, generative, explorative or decisive. Know the type to determine structure.

OUTCOMES
- What do we need to get out of this meeting?
- What does success look like?

- Use a question based agenda to force clarity and curiosity.
- Less is more. Better to stay tight on desired outcome and overdeliver.

STRUCTURE
- What is the flow of the meeting? How should the conversation unfold?
- How will I start strong?

- Build a logical flow starting with high level topics and moving to more detailed topics.
- Start with a quote, stat, story, or desired outcome. Consider taking 5 minutes as a group to answer 'why is this meeting important?'

TIME
- How much time do we need for this discussion?
- Is it all in one sitting or should it be broken out into smaller sessions?

- Start and end on time.
- Ignore calendar defaults and book meetings for the length you need. i.e. 40 minutes instead of 60 minutes.
- Identify meeting types that drive time required, like **Chris Dyer of PeopleG2**.

ENGAGEMENT
- What opportunities do I have to engage participants in active contribution?
- Am I changing the energy every 20 minutes or so? (10 minutes in virtual!)

- Build in opportunities for active engagement: small group discussions, movement to different parts of the room, and flip chart usage.
- Use 1-2-4-all approach: silent self-reflection, idea generation in pairs, share and develop ideas in groups of 4, contribute the one best idea to the entire group.

ROLES
- What participant roles could improve the effectiveness of my meeting?

Consider roles such as:
- The icebreaker
- The time cop
- The notetaker
- The moderator
- The devil's advocate
- The action master