

2024 CincyDeliver Sponsors

Diamond



Gold



Silver



Curating Better Meetings

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What comes to mind when you think of meetings?

Curating

Curators acquire, care for, and develop a collection

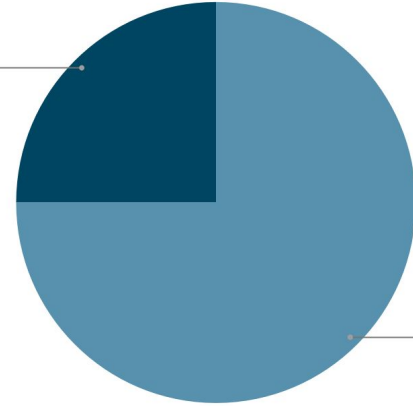
As a meeting curator, your role is to aid the group in acquiring, caring for, and develop a collection of information and learnings

Starts with Preparation

The 3 to 1 Guideline

Time Spent Curating a Meeting

Meeting
25.0%




Preparation
75.0%

Minimum Viable Preparation

Not every meeting needs 3x preparation

Recurring meetings, once established,
require minimum preparation

Meeting Invite

- 
- Title
 - Outcome
 - Agenda
 - Audience
 - Time and Place

Purpose
Outcome
Who
Execute
Role

What's the Purpose?

What Outcome are we working towards?

Who am I here for and Who do we need?

How to Execute to achieve outcome?

What is my Role?

What's the Purpose of this meeting?

Why does this meeting exist?

What happens if this meeting DOESN'T occur?

**What Outcome are we working
Towards?**

When this meeting is over, what will we
have accomplished?

Types of Meetings

Informational

Information Gathering

Collaborative

Decision Making

Who am I here for?

Who benefits from the outcome?

Who do we need to achieve our goal?

Who has the information we need?

Who is the decision maker?

User-Story Driven Meeting

We can leverage the user story format to craft a meeting agenda.

“As a team, we want to review what we accomplished yesterday, what we plan to accomplish today, and what blockers we have so that we can stay aligned on the goal for the team’s sprint.”

“As a stakeholder, I want to review the Team’s progress, provide feedback, and adjust the backlog so that we ensure we’re developing the most valuable solution for our customers.”


Credit: Matt Phillip @
<https://mattphilip.wordpress.com/2013/03/26/user-story-narrative-for-meeting-invitations/>

What is my role here?

Am I purely a facilitator in this meeting?

Is there another hat that I may or should bring to this meeting?

Facilitator-And...

- 
- **Coach**
 - **Manager**
 - **Decision Maker**
 - **Subject Matter Expert**

Be cautious with your secondary role

Call it out when you are stepping into another role

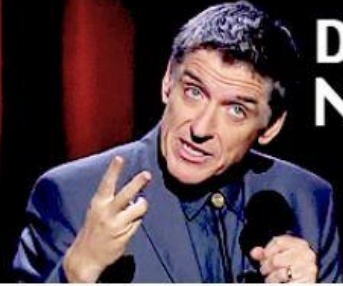
And call out when you are returning to facilitation

And always remember...

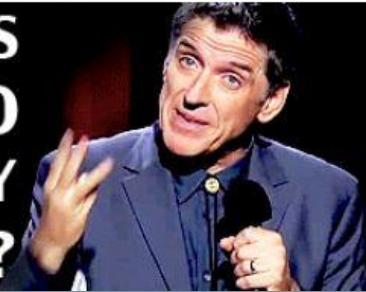
**DOES THIS
NEED TO
BE SAID?**



**DOES THIS
NEED TO
BE SAID
BY ME?**



**DOES THIS
NEED TO
BE SAID BY
ME NOW?**



Credit: Craig Ferguson

Facilitator as Aid

Here to help the group achieve an outcome

Keep a gentle hand...

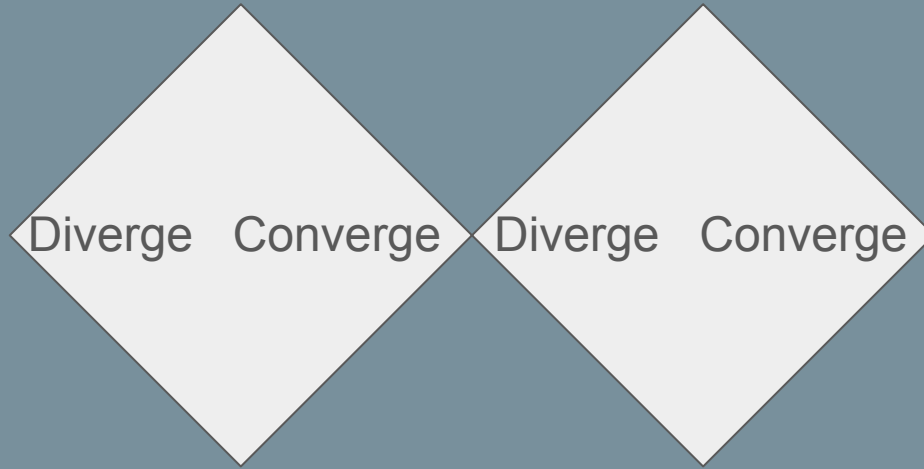


Credit: Futurama

How will we execute the meeting to accomplish the outcome?



The Double Diamond



Explore

Define

Brainstorm

Solve

Facilitation Tools



The Powerful Question

Brainstorm

Clustering

Voting

Timeboxes

The Parking Lot

The Powerful Question

“How do you see...?”

“What if...”

“How might we...”

Brainstorm

Capture ideas or answers

Often done silently to allow for individual thinking and broader participation

Clustering

Group similar ideas or answers together

Voting

Allow individuals to give their opinion on the most important topic or grouping

Common guidance is to give a number of votes equal to $\frac{1}{3}$ of the total options

Timeboxes

For each item on the agenda, consider how long it will take

Include extra time or be willing to cut time from later activities if necessary

The Parking Lot

Useful as a place for topics that the group or an individual believes is important but does not align with the outcome

Final Preparation

In person, Virtual, or Hybrid?

Where are the Land Mines?

Timeboxes

Spotlight Moments

Execution

Execute the Meeting

Script out your first few plays

When to Intervene

Yes, and...

Do not end on ambiguity

Script out your first few plays

Prep and consider how to begin the meeting
and start any exercises

When to Intervene

To ensure broad participation, as a facilitator we need to cultivate a safe environment for collaboration

Listen for conflict and watch for body language

Is there broad or narrow participation from the group?

Yes, and...

Improvisational skills are key

You can build these skills and it takes
practice

Do not end on ambiguity

Strive to end the meeting on some
'convergence'

When you can't, strive to summarize,
minimize ambiguity, and provide clear next
steps for the group

Embrace Safe Conflict



Let every voice be heard

Encourage respectful disagreement

Diversity

Let every voice be heard

Leverage sticky notes to encourage silent participation

Consider round robin

Ask for thoughts from a quiet side of the room

Encourage respectful disagreement

Challenge the idea, not the person

Diversity

Where possible, ensure diverse range of backgrounds, experience, skills, and demographics among meeting attendees

Studies show the most innovative ideas come from groups with diverse backgrounds & experiences

After the Meeting

After the Meeting



Action Items & Follow Up

Retro

Let Go

Action Items & Follow Up

Ensure Action items are captured & documented

Follow up with anyone who was assigned an action item

Retro

Consider how you could improve next time

If the meeting was large, consider asking for feedback from the audience

Let Go

Innovation and Collaboration can be messy and chaotic

Find a method that works for you to let go of the stress of the meeting, such as

- Go for a walk
- Jot down immediate thoughts
- Brief meditation
- Reach out to a trusted colleague

Closing Thoughts

Key Takeaways


POWER through preparation

Script out your spotlight moments

“Yes, and...”

Reserve time for post-meeting actions

Next Steps



Analyze your current meetings - what level of preparation do you need?

Apply the POWER exercise to your current meetings

Update meeting invites based on your findings

Resources for Better Meetings

Death by Meeting by Patrick Lencioni

Gamestorming by Dave Gray, Sunni Brown, James Macanufo

Stand in the Fire by Larry Dressler

Crucial Conversations by Joseph Grenny, Kerry Patterson, Ron McMillan, Al Switzler, & Emily Gregory

Six Thinking Hats by Edward de Bono

Connect with me on LinkedIn or my blog

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[linkedin.com/pub/kevin-brinley/12/640/485](https://www.linkedin.com/pub/kevin-brinley/12/640/485)

Curating Non-Confrontational Collaboration with the Six Thinking Hats

