

Building High Performing Teams® Meetings Kit

A Meetings Tolerance Test

1. Meetings are essential to the work of the organization. T F

True. Even in the age of technology, meetings are the primary arena for exchanging information, solving problems, and making decisions that are necessary to carry out the work of the organization.

2. Meetings can increase productivity and morale. T F

True. A synergy can occur that enables the team to solve more complex problems, make more creative decisions, and achieve a greater sense of ownership and commitment to its goals.

3. Meetings can destroy productivity and morale. T F

True. The impact of a poorly run meeting can take its toll in wasted time and resources, and a spillover of anger, apathy, and frustration into the broader organizational environment that affects the bottom line.

4. Meetings are a pain in the wazoo. T F

Nine out of ten chronic-meeting attendees agree. So what's a body to do?

Using the meeting framework and techniques that are contained in the handbook, meeting leaders learn how to structure and conduct successful meetings, develop some basic facilitation skills, and experience a variety of meeting tools that save time, simplify the process, and promote continuous improvement.

Description

The High Performance Meetings Kit includes a leader's handbook and several tools for managing meetings more effectively.

High Performance Meetings— A Leader's Handbook

The handbook is divided into three sections. Section one presents basic instructions for planning, conducting, and following through on all types of meetings. It lists the key questions to consider prior to planning the meeting, defines essential meeting roles, and describes elements of an effective agenda. Guidelines for the opening, content, and closing of the meeting are also provided.

In section two, fundamental skills for managing meeting dynamics are covered, as well as the task and maintenance behaviors required from all participants.



A variety of tools—planning worksheets, meeting evaluation forms, and observation forms—can be found in section three.

Hints for Effective Meetings—Reference Card

This handy aid to meetings is a colorful reminder of the major points to remember when planning and conducting a meeting.

Group Behavior Observation Forms

The forms contained in this booklet can be used to collect information on how well the group is functioning and to identify areas for improvement. The eight areas of observation include communication and participation, decision making, leadership functions, conflict resolution, problem solving, group norms, group climate, and individual behaviors. Used by individual group members who later give feedback on patterns of behavior during the meeting, these forms also develop acute observation skills. Generally, no more than two or three areas are focused on in a single meeting.

Agenda Planner—Job Aid

This worksheet aids the leader and/or coordinator in planning a meeting's content, participation, and logistics. When the worksheet is used to gather pertinent information and clarify desired outcomes prior to preparation of the agenda, meetings can be structured to efficiently use time and resources, as well as to maximize results.

Meeting Action Plan—Job Aid

This worksheet is used by the scribe to capture the “what, when, and who” of decisions agreed upon in the meeting. By simplifying the process of documenting the action steps, this tool ensures speedy follow-through and implementation.

Meeting Evaluation—Instrument for Continuous Improvement

Collecting feedback on the most important aspects of a meeting is quick and easy with this evaluation form. Each participant uses a form to rate the meeting in terms of participation, process, and outcomes and has the opportunity to make specific comments. Less functional areas are immediately identified and can be targeted for improvement. Progress can be measured with ongoing use of the form.

Results

By using the methods and tools provided in this kit, meeting leaders can

- Ensure decision follow-through and implementation
- Maximize use of time, people, and resources
- Build facilitation skills for managing group dynamics
- Develop critical meeting behaviors of attendees
- Build buy in and commitment to meeting goals
- Create positive energy and expectations

Kit Contents

High Performance Meetings—
A Leader's Handbook
(44 pages)

Hints for Effective Meetings—
Reference Card

Group Behavior Observation Forms
(Eight Areas of Observation)

Agenda Planner (Pad of 25)

Meeting Action Plan (Pad of 25)

Meeting Evaluation (Pad of 25)

Refills of forms and worksheets are available.

Audience

Meeting leaders and facilitators, team leaders, and managers—anyone responsible for the success of a single meeting or a series of ongoing meetings

Customization

Since every organization has a unique set of challenges, Blanchard can customize any of its product lines by using industry-specific situations presented in the language and culture of the company. Customization can be used to add the company logo to the materials, make the exercises specific to the organization, or provide video segments that show real-life examples of the working environment. Please call a sales consultant for details and pricing.

Ordering and Information

In the United States
760 489-5005 or 800 728-6000

In Canada
905 568-2678 or 800 665-5023

In the United Kingdom
44 (0) 20 8540 5404

All Other Countries 760 839-8070

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