



STABLE KERNEL

Trust Triangle

PROVOCATION 2



Meetings

are at the heart of an effective organization, and each meeting is an opportunity to clarify issues, set new directions, sharpen focus, create alignment, and move objectives forward.

- Paul Axtell -

Having effective meetings
is one way we can
increase our reliability.



However, we often find ourselves
in meetings without
understanding their purpose or
our role.

When organizing a meeting, be sure to send out a meeting agenda with the invitation. This allows participants to know what type of meeting they are attending- brainstorming, knowledge transfer, status update, etc.

As a participant, you should know why you are being asked to the meeting. If it is unclear, seek clarification from the organizer.

To be reliable in a meeting, you need to know what contributions are expected of you and any context you will need before the meeting.

Before wrapping up the meeting, each individual should be clear on next steps and expectations, know what their action items are, and when deliverables are due.

Capturing meeting notes is a great way to increase the reliability of your action items.

So, why should we aim to have more effective meetings?



Because

when we are better prepared for our meetings and know what is expected, we are able to make a greater impact.

Now, let's take some time to assess the meetings on your calendar over the next couple of months.

Do you have clarity around the purpose of your meetings and why you've been invited?

If not, ask the organizer to create an agenda for the meeting and attach it to the invite. If you are the organizer, consider creating the agenda for your participants.

Be sure to set expectations of what participants should bring to the meeting and what the meeting should accomplish.