

Iteratingsm in Meetings

Critical Group Behaviors for Collaborative Output

(4 hours, instructor-led workshop)



OVERVIEW

Management happens in meetings; that's where group priorities get set, resources are shared, and work is coordinated. For an organization to Iterate, management must be highly skilled at defining priorities and making optimal decisions in group settings - despite complex information, conflicting goals, and other distractions.

"Iterating in Meetings" is an experiential session in which managers and individual contributors practice three behaviors critical to success in those situations: defining clear shared goals, maintaining balanced participation, and resolving well-formed decisions. Through a series of interactive, highly engaging "mini simulations," participants experiment with the necessary behaviors in real time, so that they return to work having both learned new skills and rehearsed them in preparation for their next meeting.



PARTICIPANTS WILL

- Set and articulate shared goals leading to more focused group discussions and better targeted solutions
- Track and respond to participation levels, both theirs and their peers', and use that information to facilitate improvements to meeting function
- Practice making Group Consultative decisions using the only process proven in research to optimize team member buy-in and speed of decision-making
- Adapt tools and techniques learned in the session for use in their own meetings

CULTURE BUILDING OPTION

If the target audience includes senior managers or other influencers, a half-day pre-training session may be held to prepare them as cofacilitators conducting certain briefings in the main session. Utilizing internal team members in this way as session leaders provides a dual benefit: critical influencers gain extra exposure to key concepts by teaching them, and other participants engage more strongly with training delivered by their own managers and leaders.

AUDIENCE

This session is appropriate for individual contributors and managers at all levels. It may be held with an intact team working together or as an open session with a blend of levels and roles.