Eliminating the Unproductive Meeting

Ariana Wood
Senior Lean Consultant
DES Lean Transformation Services
What We’ll do Today

Make Meetings Better!

• Explore subject through context of problem solving.
• Discuss tips for agendas and outcomes.
• Reflect on different decision making processes.
• Hear facilitation tips.
A Complex Problem

Meetings

- Too Many?
- All Meetings?
- Too long?
- Team is frustrated.
- Systemic in Culture.
- Process?
- Not Getting Stuff Done.
What is a Problem?

A gap between where you are today...

...and where you want to be.
Team Awesome’s Meeting Problem
How We’ll Use Our Time
Expected Outcome

What do you want people to walk out with?
## Conversations and Outcomes

<table>
<thead>
<tr>
<th>Type of Conversation</th>
<th>Possible Outcome</th>
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<tbody>
<tr>
<td>Brainstorming</td>
<td>Ideas</td>
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<tr>
<td>Coordinating</td>
<td>Clarity, Action Plan</td>
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<tr>
<td>Planning</td>
<td>Action Plan</td>
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<tr>
<td>Sharing Information</td>
<td>Learning, Team Building</td>
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<td>Getting Feedback</td>
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<td>Reviewing or Approving</td>
<td>Revisions or Approvals</td>
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<tr>
<td>Decision Making</td>
<td>Decisions</td>
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Pair and Share

Compare your session worksheet examples. Discuss with a partner:

• What differences do you notice?
• How can you use verbs (discuss, decide, share) to help clarify the conversation?
Meaningful Conversations
Pair and Share

Discuss with a partner:

• How do you or your team currently make decisions?

• What other decision making style might you want to try?
Groundhog Day
Take ACTION!

Who will do what and by when?
Key Elements of Conversation

• What you need to record so you can pick up where you left off.
  • Improvement Story.
  • Flip Chart.
  • White Board.
  • Electronic Notes.
Facilitation

Have a plan, and be willing to change it.
Make Thinking Visible
It’s About People
Conversations Have a Process? (Hint: Yes.)

Facilitation – from WHAT to HOW. Get creative. . . .find tools for:

• Decision making.
• Team building.
• Brainstorming.
• Prioritizing.
Team Awesome’s Meeting Problem
Thank you!