



How to Have Engaging Meetings

Meetings are essential for aligning your team, discussing progress, and resolving issues. However, keeping them engaging and productive can be challenging. Here's a straightforward approach to ensure your meetings are not only effective but also enjoyable for everyone involved.

The Weekly Agenda

Agenda:

1. Segue (5 Minutes)

Kick off with some personal and professional good news from each participant. This helps build connections and sets a positive tone for the meeting.

2. Scorecard (5 Minutes)

Go over key metrics and performance indicators. This ensures everyone knows how we're doing on important goals.

3. Rock Review (5 Minutes)

Discuss the status of major projects or priorities (referred to as "Rocks"). Are they on track or off track? This keeps everyone focused on what matters most and ensures accountability.

4. Employee Headlines (5 Minutes)

Share important news or updates. This keeps everyone in the loop about significant events and fosters a sense of awareness.

5. To-Do List (5 Minutes)

Review the to-do list from the previous meeting and check off completed tasks. Assign new tasks as needed to ensure follow-through and accountability.

6. IDR (Identify, Debate, Resolve) (60 Minutes)

Spend a good chunk of the meeting identifying, debating, and resolving key issues. This structured problem-solving approach addresses the root causes of problems and promotes collaborative decision-making.



7. Conclude (5 Minutes)

- **Recap To-Do List:** Summarize the action items assigned during the meeting.
- **Cascading Messages:** Identify any messages that need to be communicated to the broader team or organization.
- **Rating (1-10):** Have each participant rate the meeting to gather feedback and continuously improve the meeting process.

Tips for Engaging Meetings

- **Facilitation:** A facilitator can keep the meeting on track and ensure that everyone participates. Stick to the time limits for each agenda item to maintain a brisk pace and respect everyone's time.
- **Note-Taking:** Designate someone to take notes and assign to-dos from the meetings to ensure no details are missed.
- **Interaction:** Encourage interaction and participation from all team members. Ask open-ended questions and actively listen to responses.
- **Follow-Up:** After the meeting, send out a summary of the discussion and the action items. Follow up on the progress of these tasks in the next meeting.

By following this structured agenda and incorporating these tips, you can ensure your meetings are not only productive but also engaging and enjoyable for your team. This approach keeps the energy high and the focus sharp, leading to better outcomes, a more cohesive team, and ensuring everyone is working towards the same goals, singing the same song, and staying on the same page.



LEADERSHIP MEETING

THE WEEKLY AGENDA

Day: _____

Time: _____

AGENDA

Segue	5	Minutes
Scorecard	5	Minutes
Rock Review	5	Minutes
Customer/Employee Headlines	5	Minutes
To-Do List	5	Minutes
IDR (Identify, debate, resolve)	60	Minutes
Conclude	5	Minutes
Recap To-Do List		
Cascading messages		
Rating (1-10)		