



HOW TO RUN A MEETING OF EASE AND PRODUCTIVITY

DIAL 844- WEB ADIGO
(844-932-2344) *NO ID NEEDED*

START TIME: 5 MINUTES AFTER THE HOUR
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST



**A Conferencing Tips
Webinar with Brad Volin,
President of Adigo –
2/10/2015**



AGENDA

- Intro's
- Common Meeting Challenges
- Nancy Kline's *Time to Think* Principles
- 10 Components of a Thinking Environment
- Thinking Environment Agenda



INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
 - Startups to big corporate
- In the meeting business the last decade
 - Talk about meetings daily
 - Most people have significant issues with meetings they attend
 - There are many many different types of meetings



COMMON MEETING CHALLENGES

- One person **dominates** the conversation.
- **Afraid** to share feelings.
- Individuals **do not feel “heard.”**
- The meeting is **rushed.**
- **Hostile** environment.
- Some individuals **ramble** and drag on.





NANCY KLINE'S BASIC PRINCIPLES

- “Give people a chance to find their own ideas first. That chance will take more time than you probably feel comfortable with. Wait it out longer than you probably feel comfortable with. Wait it out longer than you want to. You can always resort to telling them what to do later. You, like the rest of us, are probably expert at that.”
- To help people think for themselves, first listen. And then listen. Then – listen. And just when they say they can't think of anything else, you can ask them the question, “What else do you think about this? What else comes to mind that you want to say? Even when people are sure there is nothing left in their weary brain, there nearly always is. Surprisingly, the simple question... can usually lead them to more, often good, ideas. In the presence of question, the mind thinks again (39).”

1. ATTENTION

- **“Listening with intention”**
The quality of our thinking depends on the quality of our attention for each other.
- Give **uninterrupted** attention to the person speaking.
- In exchange for knowing they will not be interrupted, **people agree to be succinct.**



2. ASK INCISIVE QUESTIONS

Free people to think in new directions.

- *“What might we be assuming here that is limiting our thinking on this issue?”*



3. EQUALITY

Ensure that **each person** has a frequent, uninterrupted chance to speak.

“Knowing you will have your turn improves the quality of your listening.”





4. APPRECIATION: BUILD ON WHAT'S GOOD

- Start every meeting with a positive reflection on the group's work.
- End every meeting with a reflection on what was accomplished.



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5. EASE

Ease creates. Urgency destroys.

“There is always time to do everything that really matters.” –Peter Block



→ How do YOU
create an
environment of
ease?



6. ENCOURAGEMENT

**Encouragement is the
antidote to
competition.**

→ How do YOU help
team members move
from competition to
collaboration?



7. FEELINGS:

- Sufficient emotional release can restore productive thinking.

→ How do YOU allow space for feelings, but still keep the meeting moving?



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8. INFORMATION

Provide a full, accurate picture of reality

- Providing info in a thoughtful, timely manner can improve thinking.
- Think carefully before withholding information from someone.



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9. PLACE

Create a physical space that says “you matter.”

- A conference call space that makes people feel like they matter?
- HOW?



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10. DIVERSITY

The differences between us make us better as a team.

- The world isn't all the same – a healthy business and/or a healthy team is willing to confront the challenges raised by its own diversity.



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SUGGESTED AGENDA

- **Agenda Review:** Confirm agenda and identifies first item for discussion.
- **Presentation:** Introduce Presenter, reminding group to hold questions to the end.
- **Clarification Round:** Going systematically around the team, asks everyone for any clarifying questions.
- **Agenda Item Question Round:** The chair asks the Agenda Item in Question, going systematically around the Team, and *only after everyone has had a turn* is there discussion.



SUGGESTED AGENDA

- **Discussion:** the Chair sees to it that people are not interrupted when they are speaking.
- **Repeat,** as necessary...
- **Burning Issues Round:** When the meeting is almost at an end, Chair asks each person “Is there a burning issue you want to raise, to be addressed at another time?”
- **The Closing Round:** The Chair asks each person to mention something that went well in the meeting.



FREE RESOURCES FOR BETTER MEETINGS AND CONFERENCE CALLS

- [The Ultimate Library of Meeting Leader Guides](#)
- [International Conference Calling Guide](#)
- Optimized Conferencing for:
 - [Law Firms](#)
 - [Marketing & PR Agencies](#)
 - [Consulting Firms](#)
- [The Hidden Costs of Generic Conferencing](#)
- [A Guide for Better Call Flows and Prompts](#)
- The Content Marketer's Guide to Webinars by Shelby Britton
- [Michael Hyatt This is your life Podcast, 7/16/2014](#)



CONNECT

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How helpful was this? 1 (not much) – 5 (super)

For links, details and references, see our post:

[3 Credos Growth-Based Collaborators Have for Holding Better Meetings](#)

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[Register for an upcoming Conferencing Tips Webinar](#)

