WEBINAR

SIX MUSTS FOR EXECUTING AN AWE-INSPIRING MEETING



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YOU'LL LEARN...

- Preparation tactics to boost productivity
- Tools to spark intrigue and excitement
- How to create a shared experience
- Psychology-based tactics to up the energy and keep attendees engaged
- How to embed powerful follow-up processes to extend the learning and impact

YOU'LL GET...

Portable tools and tips that you can apply **immediately** in your next meeting, plus access to **3 resources** that can help you extend the impact well beyond the meeting.



STATE OF THE WORKFORCE

CURRENT NATIONAL

3.9 percent

CURRENT NATIONAL

6.7 million

Approximately 201,000 jobs were created in August 2018, and the national unemployment rate remained unchanged at 3.9 percent.







STATE OF THE WORKFORCE

CURRENT NATIONAL

2.4 percent

The highest in 17 years

You know when you just have to walk away from things that don't align with you anymore? Yeah, I just quit my job.





STATE OF UNPRODUCTIVE MEETINGS



Visuallv

DISENGAGED



THE FUTURE OF WORK



40%

of the workforce will be freelancers, temps, independent contractors and solopreneurs by 2020.









CAN YOU RELATE?



This two-hour meeting was almost as productive as a single, well-written email.









WHY YOUR **MEETINGS SUCK**

- Meetings are ineffective (47% say meetings are a time suck)
- Annoying behavior in meetings
- Bad meeting management
- Meetings break up flow and result in multi-tasking (73% report doing other work in meetings)
- Too many meetings = wasted time
 (31 hours per month are lost because of bad meetings)



"ENERGY FOLLOWS INTENTION"



GET YOUR HEAD RIGHT





THREE BRAINS





MASTER DOCTRINE



HEAD | BETTER YOU KNOW PRIORITIES

HEART | BETTER US FEEL PASSION

CREATIVITY



EMPATHY



COURAGE

GUT | BETTER ALL **EXPERIENCE PURPOSE**





KINDS OF MEETINGS

- Kick-off Something BIG
- Blue Sky/Creative Brainstorm
- Problem Solving
- Strategic Thinking
- Tactical Moves
- Reporting the News
- One-on-One







**Always connect the content back to the vision, goals, and key strategies



CREATE A SPACE WHERE ATTENDEES...

- Have a stake in the outcome
- Take ownership in the path forward
- Feel valued



SYSTEM OF MANAGEMENT

"It is not enough to be busy, the question is: What are we busy about?" -Henry David Thoreau

CERTAINTY in meeting structures that foster confidence, flow, innovation, and efficiency.

Your Structure:

- Quarterly Offsite
- Monthly Strategy
- Weekly Team Meetings
- Biweekly One-on-Ones
- Monthly Performance Check

Your Approach:

- Pre-flight
- Take off
- In-flight
- Landing
- Follow-up
- Extend the moment

Considerations:

Are you discussing, brainstorming, and reviewing critical path topics in a way that inspires team members to be more, do more, and give more?



RITUALS, RHYTHMS, AND ROUTINES

Your team meetings can have a different focus each week/month...

Weekly Rhythm					
Week 1	Week 2	Week 3	Week 4	Bonus Week	
 Ensure clarity, alignment, and commitments 	 Learning tied to critical areas of acceleration 	 Key updates, progress, and adjustments needed Critical/strategic thinking 	 Review/preview Key accomplishments and learning Goals/plan for next 60-days 	• WILD THINKING!	





SIX MUSTS FOR EXECUTING AN AWE-INSPIRING MEETING







PRE-FLIGHT CHECKLIST

- Do the Work 1:1 ratio •
- Set Purpose and expectations ۲ (agenda, pre-reads/videos, logistics)
- Build enthusiasm (videos, online chat notes) ۲
- Engage the team (socialize topics and build • ownership)



SHIFT ~

Channels # ceoriff

PREPARE AS THE MEETING HOST KEEP THE END IN MIND

- How do you want people feeling?
- What do you want them saying?
- What do people need to know?
- What do people need to do after the meeting?



PERSONALITY TYPES



SHARK | adventurous

Motivated by recognition, rewards, compensation, and status.



WHALE | peaceful

Motivated by data, details, information-based decision making.



DOLPHIN | playful

Motivated by connections with others, team success, impact and community.



OCTOPUS | analytical

Motivated by the fun and cares about the journey.





<u>TWO</u> TAKE OFF



TAKE-OFF

- Framing and context start with WHY
- Engage the team
 - Emotional Intelligence: recognize where people are
 - Gratitude
 - The Map
 - Make it personal PBJ
 - Exercise creativity

RESOURCES/TIPS			
<u>TO EXPLORE</u>			

THE MAP		SHIFT
WHERE ARE YOU?	RATE YOURSELF ON A SCALE OF 1 - 10	
	- • BODY	
	BALANCE	
	• BEING	
	BUSINESS	
	BRAINS	
WHAT WILL MAKE THIS MEETING W	IORTH IT?	
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IN FLIGHT

- Games
- Co-Leaders
- Give to others
- Movement
- Foster Connection
- Focus on learning and getting better
- Make it relevant



<u>FOUR</u> LANDING



LANDING

- Confirm decisions made
- Reflect
- Establish owners
- Set next steps
- End on a high note



TOP 5 BREAKTHROUGHS OR INSIGHTS	WHAT HAS BEEN MY CONTRIBUTION?	SHIFT
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	WHAT WILL I CONTRIBUTE OVER THE NEXT 3 YEARS?	
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OR - ACTION ITEMS TO BUT THOSE		1
OP 3 ACTION ITEMS TO PUT THOSE REAKTHROUGHS OR INSIGHTS IN MOTION		EWOR
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WO CONNECTIONS I MADE TODAY THAT		





FIVE FOLLOW-UP



FOLLOW-UP

- Confirm the decisions and actions that were made via follow up communication
- Engage the senses with video, quote, article
- Let the champions rise!
- Adhere to deadlines and commitments
- Have a KILLER ground game
- Celebrate successes and failures





SIX EXTEND THE MOMENT



EXTEND THE MOMENT

- Connect the dots make it personal
- Pair up: Accountability works
- Share pictures, videos, and stories
- Model the way
- Reference the moments when: decisions were made, a new way was confirmed, "no" was said to something, a new catch phrase was born
- Learn!



MEETING AFTER ACTION REVIEW

This tool is a space for you to reflect upon your meeting. Take a few moments analyze and note what worked, where improvement is needed, and next steps o ensure you reach your desired outcomes. This exercise will help to embed ulture of continuous improvement, and set you up for higher levels of success.

1	What were the desired meeting outcomes (decisions made, problems solved, issues surfaced, ideas brainstormed, etc.)?
2	What outcomes were achieved?
3	What worked about this meeting (be specific)?
4	What will I do better next time?
5	What are the specific next steps, who owns the steps, and what are the deadlines to which we agreed?
6	Who else needs to know about what was covered today?
A D D N O T	ITIONAL ES:
	B H I FT www.shiftshework.com/productive-meetings-webinar



TOOLS

Interactions with your team need to happen far more often than they do now. At a minimum, have a formal, weekly process to engage.

15Five kicks-off important conversations with your team every week on priorities and productivity, and encourages employees to reflect on their highs and lows to create a unique communication system.

You can absolutely use this platform as a way to follow up on meeting commitments, and to gain insight into how to improve meeting effectiveness

RESOURCES/TIPS TO EXPLORE



TOOLS **COLLABORATIVE RESOURCES**

Research and implement resources that address the needs of a remote team to foster continued collaboration and communication.

Following critical meetings, you can establish Communities of Practice or Interest.





Je n'ai fait celle-ci plus longue que parce que je n'ai pas eu le loisir de la faire plus courte

Blaise Pascal





FACILITATE YOUR BEST MEETING YET WITH SHIFT

Ensure your next BIG meeting goes off without a hitch

Schedule a call with our team to explore how SHIFT can help you plan, prepare and deliver your best meeting yet!

Schedule a Time to Connect

team@shiftthework.com

Dying to get your hands on the resources mentioned during this training? Keep an eye on your inbox, we're sending them your way.





Failure isn't an option for you. But here, you'll make a mistake or two. You'll sweat, and stretch, and be pushed beyond where you ever thought you could go. We force you to be a better you, a more innovative, inspiring, impactful you. You won't just perform, you'll transcend. All we ask is that you be willing to take gargantuan risks, chase insane dreams, create monumental change, have each other's back. And listen to your heart and gut as much as your head. When you do, you'll transform yourself, inspire others, do amazing things, and, yes, have some fun. That's how we turn a tiny ripple into a rogue wave. Vulnerability equals victory. Fearlessness equals fruitfulness. The world's biggest issues can and will be solved by entrepreneurs with the courage to shift.

BETTER YOU. BETTER US. BETTER ALL.