



Institute for
Transformative
Healthcare



Leading Effective Meetings



Leading Effective Meetings

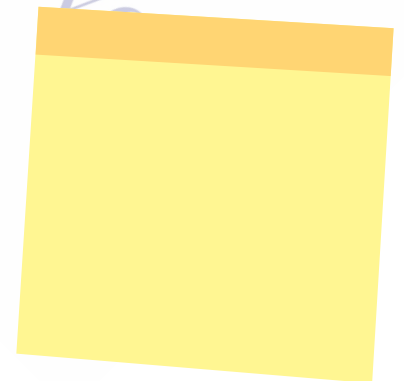
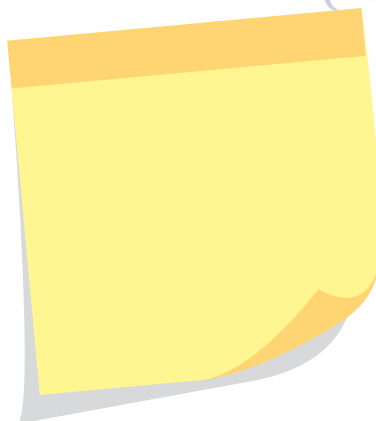
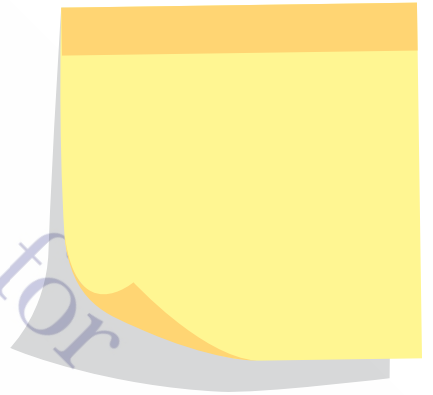
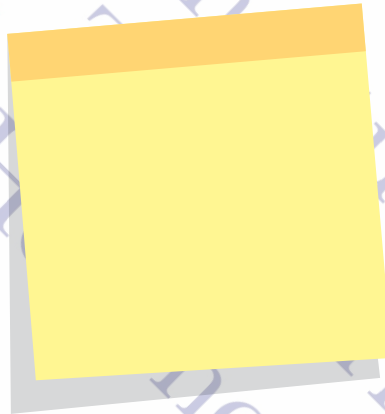
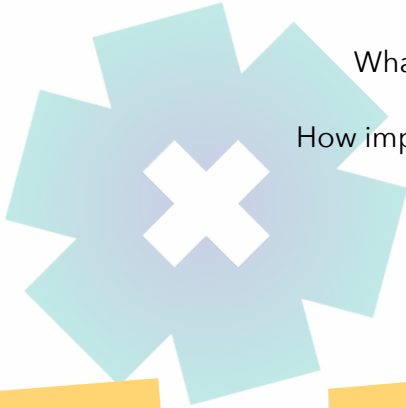
Personal Experience

Reflect on your best meeting experience

What did you like about it?

What do you remember?

How impactful was the facilitator?





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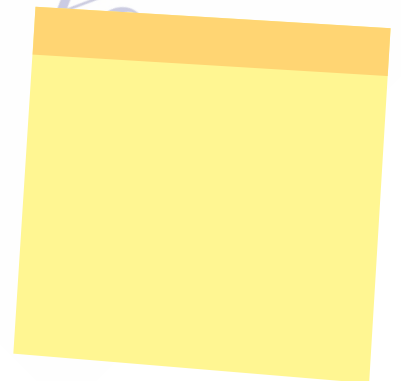
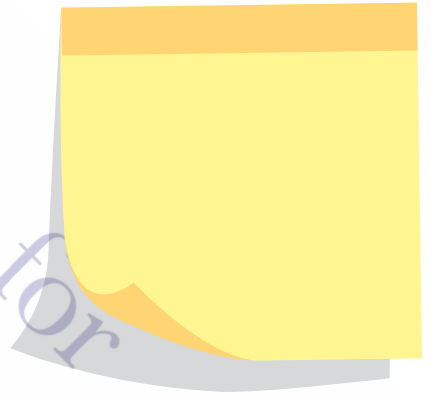
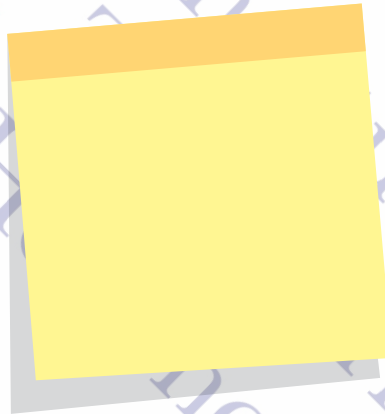
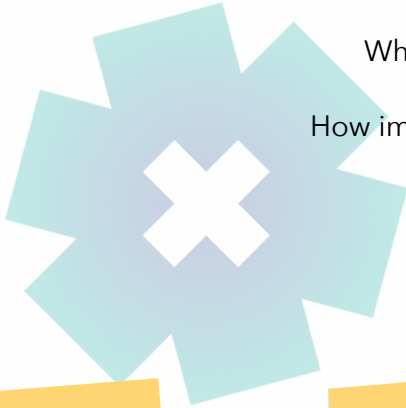
Personal Experience

Reflect on your worst meeting experience

What happened?

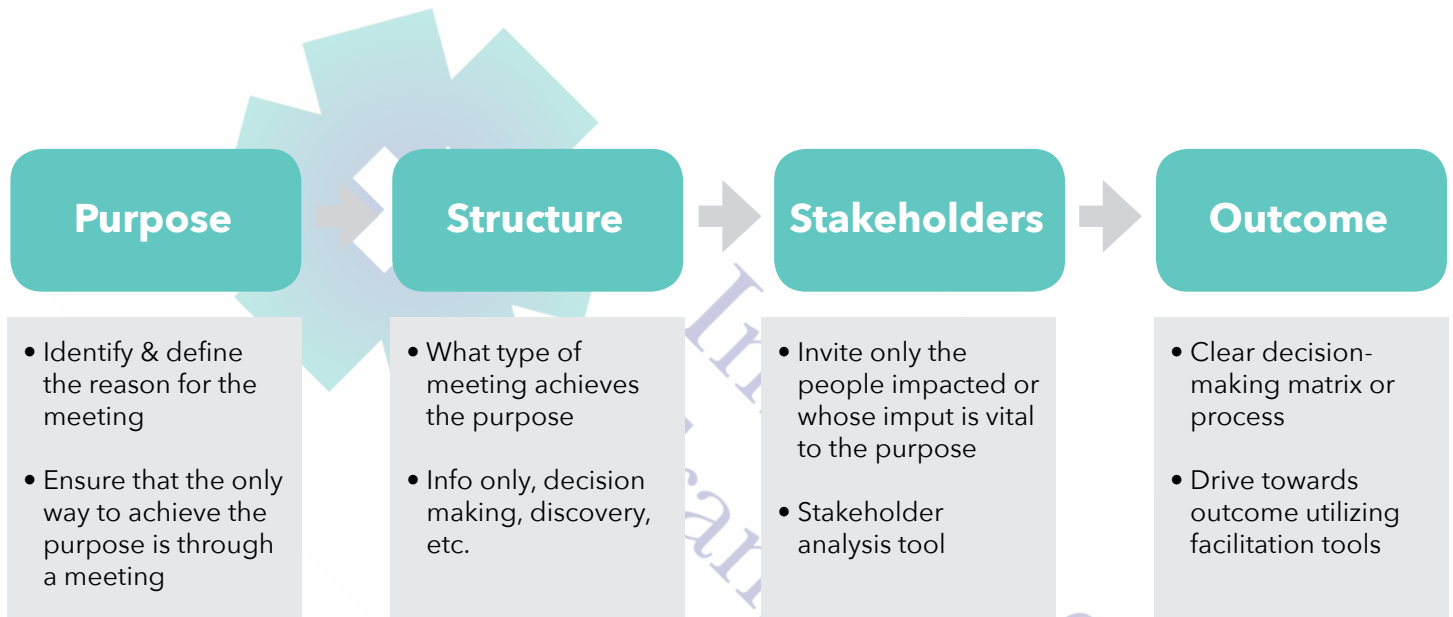
What would you change?

How impactful was the facilitator?





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Ground Rules

Definition: Operating commitment from the group concerning how the meeting will be run, how participants will interact, and what behaviors are acceptable/unacceptable

Use: Help the group to self-manage and set shared expectations

Expectations

Definition: The expectations and goals of the meeting to be shared by each participant.

Use: To be aware of any hidden or unclear objectives that participants are hoping to achieve, so that you can set clear expectation

Parking Lot

Definition: A place where items that are not relevant to the agenda/meeting are stored. These will emerge throughout the meeting to be captured and placed on the parking lot.

Use: This is to validate other topics that participants want to discuss without them becoming the focus of the meeting.

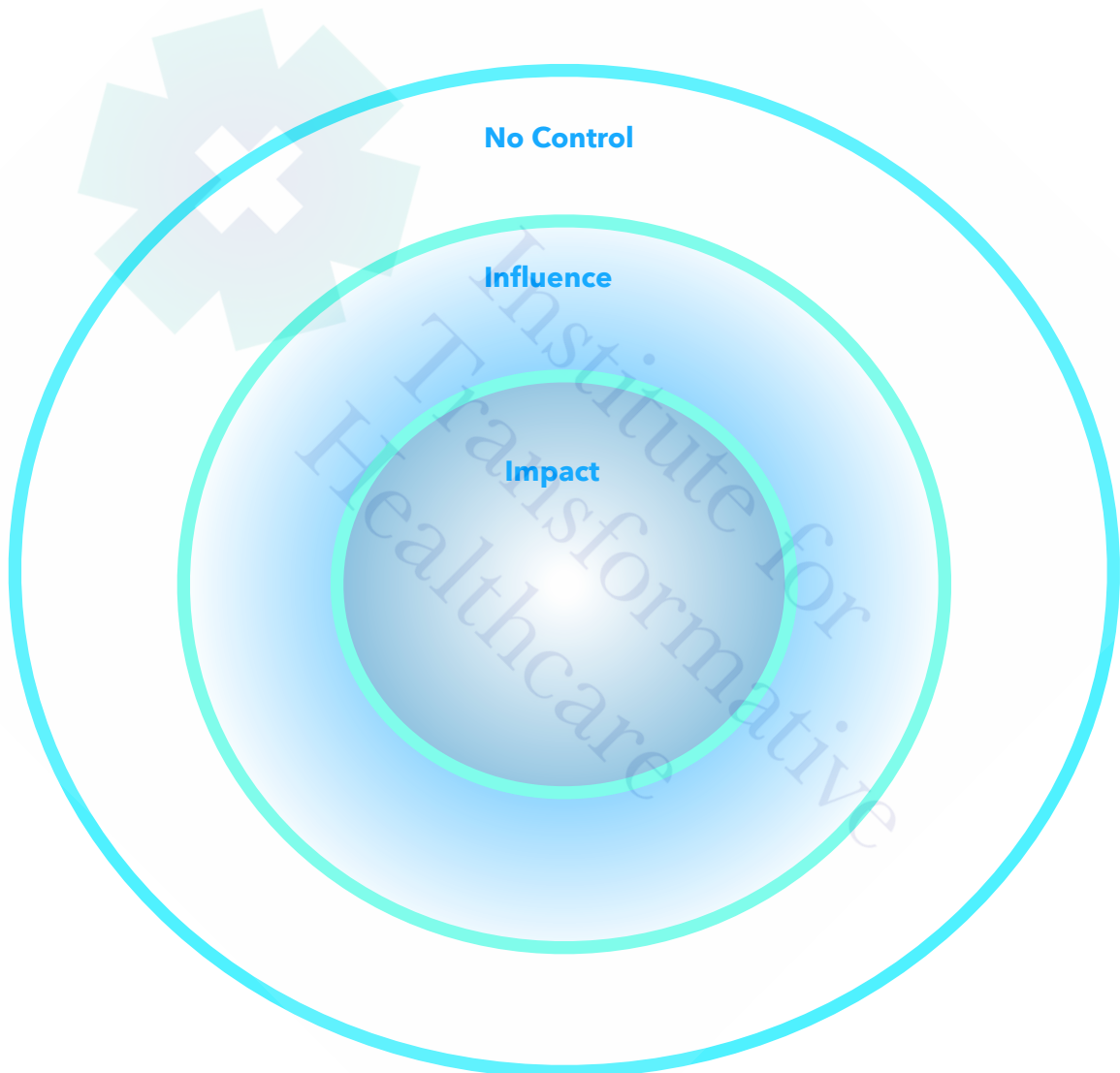
Ground Rules	Objectives	Parking Lot
<ul style="list-style-type: none">• Make it about the process not the person• Assume good intent	<ul style="list-style-type: none">• Develop implementation timeline• Stronger department collaboration	<ul style="list-style-type: none">• Insurance verification issues• Need more staff



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Rings of Impact

This tool can be used at any time in any conversation. It is often helpful to utilize it with groups that are prone to discussing areas that they are not able to impact. For example, if you are working with a team in a clinic and they believe that the only way to be more efficient is to change a process in the business office, you will want to draw this circle and ask them to discuss the areas they can impact. Write the areas that they can influence in the middle of the circle and help them stay focused on the items identified in the circle.





Consensus Building Tool

Definition: A simple group approach to gaining immediate feedback on ideas, decisions, and more.

Use: When groups are making consensus based decisions or doing a quick temperature check of the group's acceptance of moving forward.

Instructions: The facilitator explains the meaning of each of the options for raising your fist as shown below:

Fist to Five

Disagree

Require Discussion

Desire Discussion

Meh. I'll Support It.

Yes. I'll Help.

Yay! I'll Lead!



Action Plan

Definition: A tool used to track ownership and accountability in meetings

Use: Throughout a meeting to assign action items to group members with clear timelines.

What	Who	When