



THE CENTER

The Heritage Group

Meeting Training
June 4, 2018
Agenda

Goal: Understand why effective meetings are vital to a company's success and what the keys are to ensuring our meetings are effective.

| Topic | Preparation | Proposed Process |
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| 1 What changes, if any should we make to the agenda? Time: 2:00 minutes Purpose: Decision | None | Steve polls team |
| 2 How has your thinking about meetings changed since we started this project? Time: 10:00 minutes Purpose: Discussion | Reflect on our last meetings and your experiences going to meetings over the last couple months. | Will use the "See, Think, Wonder" thinking tool. Partner brainstorming |
| 3 What are the characteristics of a bad/ineffective meeting? Time: 30:00 minutes Purpose: Discussion | Come prepared to discuss your experiences with bad meetings and why you think some meetings are ineffective | Storyboard what a bad/ineffective meeting looks like Individual drawings/share ideas |
| 4 What solutions are there to prevent bad/ineffective meetings? Time 30:00 minutes Purpose: Decision | Review the list of potential ideas from last meeting. We will add to them and group all of them. | D.C. Brainstorming An interactive brainstorming session to produce as many ideas as possible |