CHEAT SHEET

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Effective Team Meetings

Tips for running productive team meetings that have an impact.

① Celebrate

Team meetings are a great opportunity to celebrate your people and successes. You want to create a culture of winning.

✅	✅	✅
Encourage team/peers to recognize each other **first.**	**Celebrate** what you want to **replicate.**	Don't just celebrate results. Celebrate **culture** & **excellence.**

② Communicate

It's your job to communicate what's happening in the organization, and what's coming down the pipeline, to your reps.

✅	✅	✅
What is happening? **Why**? **How** will it impact them?	Communicate **down**, **up**, and **sideways**.	Don't **disempower yourself** when delivering hard news.

③ Learn

Learning is time well spent for you and your reps. Engage in conversations that raise the tide for all ships.

✅	✅	✅
Is what you're teaching **clear**?	Is what you're teaching **actionable**?	Is what you're teaching **reinforced**?

④ Align

Team meetings are a way to align on a new initiative, and also realign on a team goal.

✅	✅	✅
Does your team have a **vision** and specific goals?	Are **expectations** clear and consistently reiterated?	Are you consistently reviewing **progress** toward goals?

⑤ Motivate

You can renew the energy and vigor of the team toward a common goal.

✅	✅
Do you know what motivates each rep **individually**?	Do you know what motivates the **team as a group**?

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