# Design Document: Rock Star Meetings

### Audience

1. Primary Audience: Leaders and managers, particularly new managers.
2. Secondary Audience: Any staff member who wants to better facilitate, participate, or lead a meeting.

**Learning Objectives**

Upon completing this course, learners will be able to:

* Assess the current employee’s participation level in their meetings
* Identify the types of meetings best suited for their business needs
* Understand the Meeting Canoe Model and the benefits gained by using the model to structure meetings
* Recall best practices for meeting leaders, contributors, and facilitators
* Design and implement a meeting agenda
* Assess the quality of current meetings purpose and agenda

### Instructional Methods/Materials

Instructor-led training course with the following supporting materials:

* Facilitator Guide
* Participant Guide
* Activity Handouts
* Assessment Instrument (Participation assessment from *Let’s Stop Meeting Like This*)
* Presentation Slides (PowerPoint)

### Curriculum

1. Welcome: Why do we have meetings?
   1. Small group discussion about meetings learners have attended in the past week focusing on :
      1. What makes a meeting a good? What makes a meeting bad?
      2. Which meetings did I feel a real sense of accomplishment (made it good for you)?

Good meetings **connect** people to what is happening. They are interactive and productive. Good meetings are essential they require that dialogue. Good meetings have something happen.

1. Connect: All good meetings have good purpose
   1. Discussion of the Meeting Canoe Model
   2. Meetings have to be task driven – but recognize that these are people working together
2. Discovering the Ways Things Are
   1. Participation assessment for learners
   2. Discussion of Types of Meetings – What are the different types of meetings? Andy Grove – process vs. mission; strategic vs. tactical
   3. Roles and Responsibilities – Facilitator, leadership, contributor
3. Elicit People’s Dreams
   1. Focus on weekly meetings – or informal chats when you are building working relationships
      1. Dialogue/Role Play of what a meeting canoe
      2. Model a huddle/daily check-in and tactical
      3. Model agenda for staff meeting – Develop a model: check-in; kudos; tactical items -- Tell them the preparation/planning for the model

1. Decide
   1. Using the Meeting Canoe Model plan:
      1. Why are we meeting? What work needs to be done?
      2. What type of meeting do I need to hold (e.g. Check-In; Tactical; Strategic; Townhall)?
      3. Who do I need to get the work done?
      4. What will I do to help others feel engaged and ready to work?
      5. What do you expect to be saying about this meeting in the halls after the meeting?
      6. Who will make the decision? How will the decision be made? What will be decided?
      7. How will we build accountability for what is decided in the meeting?
   2. Attend to the End
      1. Pick a regularly hosted meeting to assess and review
      2. Work with a partner to commit to at least one new change to this meeting in the next 30 days.