# 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:

* Identify the structure and important elements of successful meetings
* Identify the types of meetings best suited for business needs
* Assess the quality of current meetings (purpose, agenda, participant’s energy & attention)
* Learn best practices for meeting leaders, contributors, and facilitators
* Design and implement a meeting agenda

### Instructional Methods/Materials

2-hour instructor-led “Power Hour” 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:
      1. Hosts: Think about participants’ perspective on meetings--what makes a meeting a good? What makes a meeting bad?
      2. Participants: Think about meetings you have attended and the role of the host—what makes a meeting good? What makes a meeting bad?
      3. All: Recall a meeting where you left having a real sense of accomplishment—what made it good for you individually?
2. Meeting Canoe Model
3. Different Types of Meetings Discussion and Typology (Purpose/Outcomes/Structure)
   1. Huddles, Informal Conversation
   2. 1:1
   3. Tactical: weekly, monthly, quarterly
   4. Strategic: quarterly, bi-annually, annually
   5. Blend of all 3: TBD

IV. Roles and Responsibilities – facilitator, leadership, contributor

1. 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. Assessment
2. Practice
   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.
3. Resources?