

## Meetings – Possible Types and Tempo

### Full Team:

#### Weekly Focused on Work

- Connect: Start with a brief check in by all (<https://tinyurl.com/1b17q3sl>).
- Primary Focus: Review objective and agenda to achieve it. Address questions and/or additions. Work through the main agenda then other possible shorter items as noted below.
- Announcements: Only use if they are potentially sensitive and/or may require discussion.
- Accomplishments/Celebrations: What's going well and what have we accomplished?
- What challenges are we facing? Invite input on group and individual challenges.
- What's ahead? Share/invite input on what things coming up that are relevant to team.
- Evaluation: What did we do well together? What do we want to do differently moving forward?

**Daily Huddle:** 15-minute stand-up meeting to check in on how people are and to align on priorities.

#### Monthly or every 6 weeks focused solely on Building Relationships – some options follow<sup>1</sup>:

- Ask Me a Question: Pre-meeting: Ask team members to submit a question or two they would like to ask their colleagues. Leader reads each question and engages all in answering.
- Get to know each other's styles for fun and for improved work relationships. Choose an assessment that has no right or wrong 'score' e.g. StrengthsFinders, Myers Briggs Type Indicator, DISC, etc. Work through the results with guidance from a person knowledgeable in the topic.
- Enable people to learn more about coworkers' backgrounds while enabling coworkers to divulge as much or as little as they are comfortable e.g. a series of questions, Life Maps, etc.

#### Individual Meetings with Each Direct Report: at least monthly

- Focus: The work; the individual's well-being, performance and development; and your relationship
- Projects and tasks but also energy and focus, collaboration and coordination, and relationships.
- What's working well? What, if any challenges are you facing? How can I help? What else?
- Satisfaction with work/life integration, on scale of 1-10. If less than 7, opportunity for deeper conversation.

#### Project/Task-Related Meetings

- Use pre-meeting time for individuals to prepare e.g. background reading, idea generation, etc. based on the meeting objective and associated agenda.
- Invite participants based on who is needed to achieve the meeting objective and, where appropriate as a developmental opportunity for one or two team members.

#### Team Sessions Focused on Fun & Space for Impromptu Interaction:

More to come in Issue #3 of Virtual Work newsletter on our website. In the meantime, feel free to reach out directly at the email below.

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<sup>1</sup> Reach out to [cgausz@blueheronassociates.com](mailto:cgausz@blueheronassociates.com) to explore how we can customize to meet your needs.