

How to run collaborative meetings that don't suck - Beaker and Flint

14 July 2020, by Emma Davensen, Department of Agriculture, Water and the Environment

HOW TO Run Collaborative Meetings that DON'T SUCK!

with Reggie, Rob and Ben and Grace from Beaker & Flint

CHECK OUT: The Lab Book.io - accessible free tools

HARD TRUTHS

- TIME IS WASTED IN MEETING BY SCREENS SO EASY TO ZONE OUT OR SKIP IT.
- PARTICIPANTS OFTEN DO OTHER WORK DURING MEETINGS.
- EVERY MEETING IS AN INVESTMENT!

SCREEN VS **FACE TO FACE**

MORE DRAINING

- lag
- context
- tech

EASIER

- focus
- arranged
- productive

SECRET STEPS TO AWESOMENESS

1 ENGAGEMENT
FOCUS ON A SINGLE OUTCOME
DELIVER OUTCOMES THAT IS QUALITY

- Learn + produce tools to focus attention
- Reduce distractions
- Shared clear purpose
- Good feedback happens

2 ASK FOR FEEDBACK
to get a quick poll to validate your speed, content, engagement levels

- SET + AGREE RULES of engagement
- everybody speaks up
- Have a quick whip around at end of every meeting.

3 QUALITY

- Allow for uncomfortable challenges of the ideas → better quality
- Find enough healthy friction for better outcome
- Review it: did we nail that agenda?

visual agenda canvas: ways to think differently about meetings

- 1. Set the scene (help bring context when planning meeting)
- 2. physical space (video - why?)
- 3. investment (\$)
- 4. non invite? (who to invite? TWIST: POLY?)
- 5. im online (with 20)

credit: to the many collaborative workshops - web - thought!