P6.Meetings

The following framework is designed to drive outcomes and works just as well in a regular team meeting as a one-to-one.

Leading meetings with our Pragmatic and Authentic Leadership skills ensures the best outcome.

Meetings are the moment of truth where Accountability and clarification of where Responsibility lies takes place.

However, many times, they can feel like Groundhog Day. A repetitive, boring, exchange of information without significant outcomes.

P1
Preparation

Is there a particular outcome you are seeking from this team meeting or one to one? 3 questions to challenge ourselves before hand:

i.   If I do nothing now, what situation will I be dealing with in 3 month's time?
ii. If I do nothing, what is the message I am sending to people around me (both other managers and team members)
iii. What would a strong, credible, confident leader do in this situation?

P5
Problem solve

Problem solve the issues, one by one. Perform Root Cause Analysis, look at the data, discuss the issue, find a solution. A temporary solution is better than none. Don't wait for more information, take action while waiting for more information to come through.

P2
Preamble

Quickly around the room, share some good news or issue of interest. Start with the leader.

P3
Performance and Problems

Review the Dashboard. What are the issues and problems? Customer feedback, staff feedback, underperformance, KPI's not being met.

List the problems on a whiteboard with a 2-to-3-word headline. Do not address the issues yet. Leader goes last. Review the P6's from last meeting, were they all completed satisfactorily?

P6
Plan

Who is going to do What,by When? What should be achieved by the next meeting? Set expectations and allocate responsibilities.

P4
Prioritise

Prioritise the issues on the list. Rank the top 4 to begin with.

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Achieve more.