

Engaging Meetings (of any length) Online Course Outline

by Barbara MacKay, CPF© North Star Facilitators

- **Why is this course going to help me lead engaging meetings?**
 - Meet and Greet Barbara – your course facilitator
 - Course Overview– what to expect
 - Understanding current beliefs, values, assumptions around meetings
 - Your meeting leader roles in getting engagement
 - Why engaging meetings matter

- **Generally, how DO you get people to engage?**
 - Those who talk a lot and those who talk a little (Dominant and Quiet Participants)
 - How to engage every kind of participant
 - The importance of comfort, context, content to ensure engagement

- **Specifically, which of these 5 engagement categories do I need to strengthen?**
 - **Verbal (auditory - talking - listening)**
 - Engaging Introductions to ensure comfort and context
 - Go-arounds (Round Robins) to ensure comfort
 - Constructivist Listening to ensure comfort and context
 - Great Questions to ensure context and content

 - **Visual (seeing - reading- analyzing)**
 - Group Guidelines to ensure context
 - Go-for-it Brainstorming to ensure best content
 - Dot Voting done right for the right reason to ensure right content
 - Traffic Light for prioritizing to ensure right content
 - 5 Finger Consensus to ensure right content

 - **Social (relating- connecting-sharing)**
 - Energizer: Fortune Cookie to ensure comfort
 - Small groups change everything and ensure right content
 - Temperature Check to ensure comfort and right content

 - **Physical Movement (kinesthetic - walking - standing- moving)**
 - Gallery Walk to share ideas to ensure all content covered
 - Energizer: Flow to ensure comfort and context

 - **Sensory: (smelling- tasting- touching -delighting)**
 - Space Set-Up with center-pieces to ensure comfort
 - Toys to ensure comfort and right content

- **Now, how do I put all together into a meeting situation?**
 - 10 must do's to ensure engaging meetings that address comfort, context and content
 - Two sample designs: Designing an engaging meeting agenda to ensure comfort, context, content

Online Engaging Meetings (of any length) Syllabus –			
This table tells you when there will be a video or handout or both for each section.			
Topic	Video	Handout Name	Brief Description
The Who and Why: Why is this course going to help me lead engaging meetings?			
Meet and Greet Barbara – your course facilitator	√	X	Who am I/why I love this work
Course Overview– what to expect	√	Your Guide to Engaging Meetings On-Line Course	Syllabus
Understanding Beliefs, Values, Assumptions about meetings	√	X	3 assumptions to guard against
Meeting Leader Roles	√	Self-Assessment on Meeting Leader Roles	Self-assessment now/ 6 months
Why Engaging Meetings Matter	√	Why Engaging Meetings are so important	5 ways to boost engagement
The How: Generally, how DO you get people to engage?			
Those who talk a lot and those who talk a little	√	Dominant and Quiet Participants	The number one thing people ask
The importance of comfort, context, content to ensure engagement	√	Comfort, Context, Content	Understanding the Brain Science
Multiple Ways to Participate in the Content	√	Multiple Ways to Participate	A sampling of ways to engage in the content
Specifically, which of these 5 engagement categories do I need to strengthen?			
Verbal Techniques: Encourage Talking			
Engaging Introductions to ensure comfort and context	√	X	5 fun ways to start your meetings with group intros
Go-arounds (Round Robins) to ensure comfort	√	X	A simple way to hear every voice
Constructivist Listening to ensure comfort and context	√	Constructivist Listening	Timed, confidential listening
Great Questions to ensure context and content	√√	Art of Questions	The why and how of asking engaging questions
Visual Techniques: Stimulate Effective Thinking			
Group Guidelines to ensure context	√	Group Guidelines	How and sample guidelines
Go-for-it Brainstorming to ensure best content	√	Go-For-It Brainstorming – Getting Lots of Ideas	
Dot Voting to ensure right content	√	Dot Voting done right for the right reason	
Traffic Light for prioritizing content	√	Traffic Light Framework to Understand Consensus	Alternative to Dot Voting
5 Finger Consensus to ensure right content	√	5 Finger Consensus	

**Online Engaging Meetings (of any length) Syllabus –
This table tells you when there will be a video or handout or both for each section.**

Social Techniques: Foster Connections			
Energizer: Fortune Cookie to ensure comfort	√	X	
Small groups to ensure right content	√	Why Small Groups Change Everything	
Temperature Check to ensure comfort and right content	√	X	People share gut reactions
Physical Techniques: Ensure Energy Flows			
Gallery Walk to share ideas to ensure all content covered	√	Gallery Walk	Energizing, quick way to share all ideas on a question
Energizer: Flow to ensure comfort and context	√	Flow Energizer	People share personal passions
Sensory Techniques: Inspire Creative Contributions			
Space Set-Up with center-pieces to ensure comfort	√	X	Create beauty and efficiency in room
Toys to ensure comfort and right content	√	X	Help people think creatively
The BIG How: Now, how do I put all together into a meeting situation?			
Summary: 10 Must do's to ensure engaging meetings that address comfort, context and content	X	10 Must dos to Ensure Engaging Meetings	Cheat Sheet Check List
Designing an engaging meeting agenda to ensure comfort, context, content	√ √	Engaging Meetings Sample 1 Engaging Meetings Sample 2	Practical examples of using these tools in standard meetings