

meeting EFFECTIVENESS plus ENGAGEMENT

EFFECTIVENESS



ENGAGEMENT



Focuses on purpose and product

Focuses on meeting design and flow

Grounded in context and issues

Grounded in connections and conditions

Includes Data, Analysis and Trends

Includes variation of activities to support purpose and outcomes

Focus on preparation and follow up

Focus on participant experience and participation

Utilizes tools such as action logs, parking lots, TORs, agendas

Utilizes practices such as check ins, rounds, silence, async. working

Participants leave with clarity of next steps

Participants leave motivated and excited

Captures action decisions, and meeting notes/records

Captures ideas and feedback with visual images and audio snippets

Has clear participant roles

Includes the facilitator role

Utilizes team agreements or ground rules to guide behavior

Utilizes physical space and time to excite and encourage

Intentionally balances contributions

Intentionally creates psychological safety and a thinking environment

