

Structured Team Meetings

This is a guideline to help structure and prepare for team meetings.

Begin team meetings by connecting with your employees:

- Use icebreakers to lighten the mood, a moment of silence to be fully present, or begin with a question to connect with each person personally.
- Recap from the last meeting's objectives. Communicate the progress and any updates since.
- Be transparent with your team. Ask for their input and listen to their suggestions.

Structure team meetings to be effective:

- The type of environment you wish to have affects the way you run meetings. Do you want your meetings to be lectures with no collaboration? Brainstorming meetings? Meetings that are productive, insightful and innovative? Communication is key, but can also be a distraction if not kept on track.
- Be aware of the allotted time that you have for your meeting. You do not want to keep anyone after the time that was scheduled. Plan accordingly because it's better to give back time than take more than you asked for!
- Have action items or objectives that are a priority to discuss during your meeting. Plan accordingly for how much time each will take.
- Keep your team on track. If it seems like the discussion is straying from the objectives, steer your team back to center.
- If your meetings incorporate other speakers or breakout sessions, communicate with others so they know how important it is that they also stay to the allotted time.
- Always allow time for questions or concerns, because there will always be questions.

Wrapping up a team meeting:

- Always end the meeting on a positive note with gratitude.
- Structure time into your meetings for team members to voice any concerns that may have not been brought forward. Ask, "How can I help?" Remember to always follow through on what you say you will do.
- After the meeting, send an email or form of communication to all that were involved in the meeting with a recap of the priority action items or objectives, who is accountable for each, and remember to provide deadlines.
- Remember to be transparent. Communicate your priorities and deadlines so everyone knows what you need from others.