

FOR CHRIST

CO-MISSION:



According to The Times Newspaper ...

FOR CHRIST

Jeff Bezos requires that Amazon meetings begin with thirty minutes of silence as participants read carefully crafted six-page memos.

Elon Musk, the Tesla entrepreneur recommends that staff walk out of meetings if they go on for too long.

Richard Branson invites speakers from fields such as astronomy to get his teams thinking in 'exploratory ways'

Tinypulse, a software company, starts meetings at odd times like 8:48 am to ensure that people remember.

Just Fearless, a consultancy, limits meetings to 30 minutes, after which the chairs are removed.

<https://www.thetimes.co.uk/article/quiet-please-amazon-meetings-begin-in-silence-wd0zmfz0>

CO-MISSION:



People at work spend a lot of the day in meetings.

Meetings are important because they give everyone a chance to talk about work.

Which is easier than doing it.



FOR CHRIST

CO-MISSION:



	YES	NO
1 Are your meetings dull and uninspiring?	☐	☐
2 Do team members question the usefulness of meetings?	☐	☐
3 Are critical issues avoided or overlooked during meetings?	☐	☐
4 Do you wonder if team members are holding back during meetings?	☐	☐
5 Do team members complain about having to attend meetings?	☐	☐
6 Do you find that meetings end without resolution of critical issues?	☐	☐
7 Do you discuss administrative, tactical and strategic topics during the same meetings?	☐	☐
8 Are important discussions cut short because of time constraints?	☐	☐
9 Is your team reluctant to go off-site more than once a year to review the state of the organization and business?	☐	☐
10 Do team members seem disengaged during meetings?	☐	☐

If you answered **NO** to all of these questions, congratulations! You have one of those rare teams that has mastered the art of meetings.

If you answered **YES** to 1-4 of these questions, you could probably improve your organization's decision-making and overall effectiveness by making a few adjustments to the structure and content of your meetings.

If you answered **YES** to 5 or more of these questions, your meetings are probably causing you to waste considerable resources, both human and financial, and creating confusion within your organization. You should consider making significant changes in the content and structure of your meetings.

CO-MISSION:



Discussion Questions

Do you enjoy meetings?

Why? What is it about meetings that you do or don't enjoy?

FOR CHRIST

CO-MISSION:



Proverbs on Meetings

11:14 For lack of guidance a nation falls, but victory is won through **many advisers**.

12:15 The way of fools seems right to them, but the wise **listen to advice**.

15:22 Plans fail for **lack of counsel**, but with many advisers they succeed.

20:18 Plans are established by **seeking advice**; so if you wage war, obtain guidance.

21:5 The plans of **the diligent** lead to profit as surely as haste leads to poverty.

CO-MISSION:



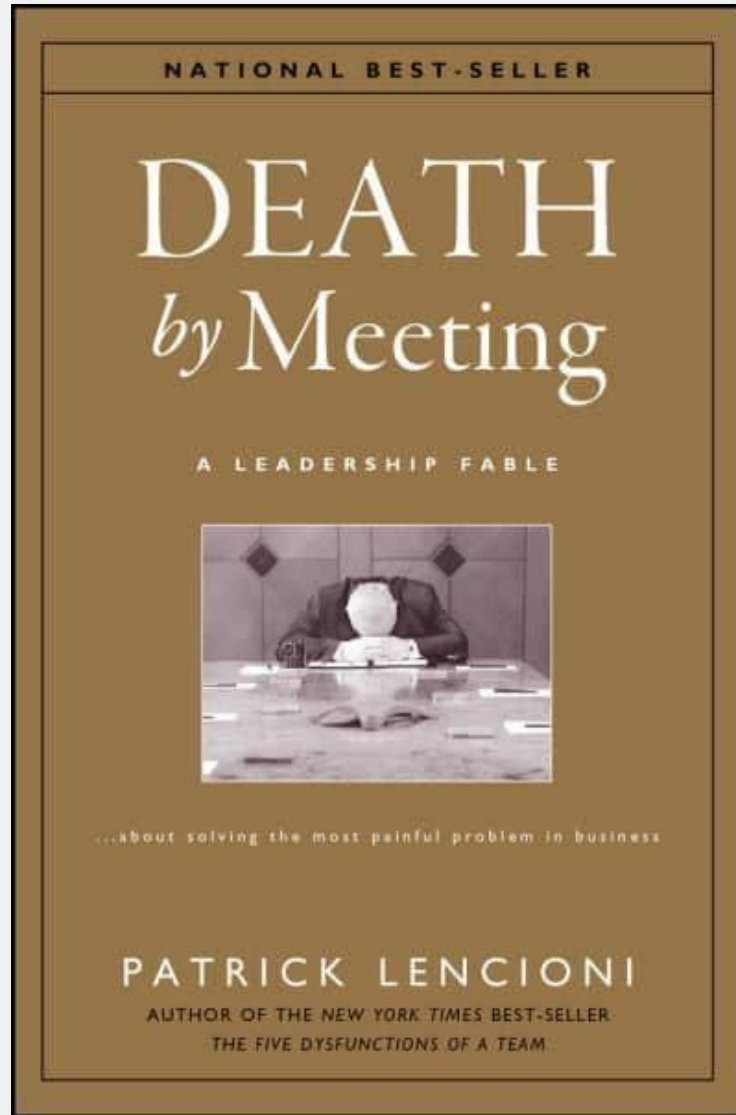
The Most Significant Planning Proverb!

FOR CHRIST

16:9 In their hearts humans plan their course, but the Lord establishes their steps.

CO-MISSION:





CO-MISSION:

FOR CHRIST



Lencioni Nuggets

‘If someone were to offer me one single piece of evidence to evaluate the health of an organization, I would not ask to see its financial statements, review its product line, or even talk to its employees or customers; I would want to observe the leadership team during a meeting’.

CO-MISSION:



Lencioni Nuggets

FOR CHRIST

‘This is where values are established, discussed and lived and where decisions around strategy and tactics are vetted, made, and reviewed’

CO-MISSION:



Lencioni Nuggets

FOR CHRIST

‘Bad meetings are the birthplace of unhealthy organizations, and good meetings are the origin of cohesion, clarity and communication’

CO-MISSION:



Lencioni Nuggets

FOR CHRIST

‘There is no better way to have a fundamental impact on an organization than by changing the way it does meetings’

CO-MISSION:



Lencioni Nuggets

‘Bad meetings exact a toll on human beings who must endure them, and this goes far beyond mere momentary dissatisfaction. Bad meetings, and what they indicate and provoke in an organization, generate real human suffering in the form of anger, lethargy, and cynicism. And while this certainly has a profound impact on organizational life, it also impacts people’s self-esteem, their families, and their outlook of life’

CO-MISSION:



At a meeting, everyone has a chance to have their say.

Most of the people at this meeting have nothing to say, but they say something anyway.

That way the meeting has not been a waste of everyone's time.



FOR CHRIST

CO-MISSION:



Two Main Problems with Meetings

FOR CHRIST

1. A lack of drama
2. A lack of contextual structure

CO-MISSION:



Addressing the Lack of Drama

FOR CHRIST

1. Find the hook
2. Mine for conflict
3. Real time permission

CO-MISSION:



Two Main Problems with Meetings

FOR CHRIST

1. A lack of drama
2. A lack of contextual structure

CO-MISSION:



Four Types of Meeting



CO-MISSION:

FOR CHRIST



MEETING TYPE	TIME REQUIRED	PURPOSE/FORMAT	
Daily Check-in	5 – 10 minutes	Share daily schedules and activities	• don't sit down • keep it administrative • don't cancel even when some people can't be there
Weekly Tactical	45 – 90 minutes	Review weekly activities and metrics, and resolve tactical obstacles and issues	• don't set agenda until after initial reporting • postpone strategic discussions
Monthly Strategic (or adhoc strategic)	2 – 4 hours	Discuss, analyze, brainstorm and decide upon critical issues affecting long term success	• limit to one or two topics • prepare and do research • engage in good conflict
Quarterly Off-site Review	1 – 2 days	Review strategy, competitive landscape, industry trends, key personnel, team development	• get out of office • focus on work; limit social activities • don't over-structure or over-burden the schedule

CO-MISSION:



The Daily Check In: Purpose & Nature

FOR CHRIST

CO-MISSION:



The Daily Check In: Challenges

FOR CHRIST

CO-MISSION:



The Weekly Tactical: Purpose & Nature

FOR CHRIST

CO-MISSION:



I. LIGHTNING ROUND (5-10 MINUTES)

Ask each team member to list the Top 3 things on their plate for the coming week. This should take no longer than 1 minute per person, even with a couple of follow-up questions. *Note any issues that need to be discussed further.*

II. SCOREBOARD REVIEW (5 MINUTES)

Review the thematic goal and defining objectives of your business and note the current status of each.

III. TACTICAL AGENDA ITEMS (30 MINUTES)

Discuss the potential tactical issues to be covered, assign an order for that discussion and dive in. These issues may have arisen either in the lightning round or the Scoreboard Review.

IV. POTENTIAL STRATEGIC TOPICS

As you progress through your meeting, use this area to note the topics that you need to cover during a strategic meeting. *Be sure to resist the temptation to resolve them right away.*

V. DECISIONS/ACTIONS (5 MINUTES)

Ask one team member to chart the decisions and actions that were committed to during the meeting. Team leaders should note these as well.

VI. CASCADING MESSAGES (5 MINUTES)

Discuss what, if anything, each team member should communicate to their direct reports from the meeting. Agree on a timeframe for that communication to happen.

The Monthly Strategic: Purpose & Nature

FOR CHRIST

CO-MISSION:



The Monthly Strategic: Challenges

FOR CHRIST

CO-MISSION:



Brian and Mandy are away from the office on a course.

Yesterday they played basketball without a ball until they understood inclusivity. Today they are optimising alternative mindpaths by turning some old dust sheets into a ghost.

The course is entitled “Identifying Monetizing Opportunities” and costs £1,400 per person.



CO-MISSION:

FOR CHRIST



The Quarterly Off-Site

1. Strategic Review:
2. Team Review:
3. Personnel Review:
4. Comparison Review:



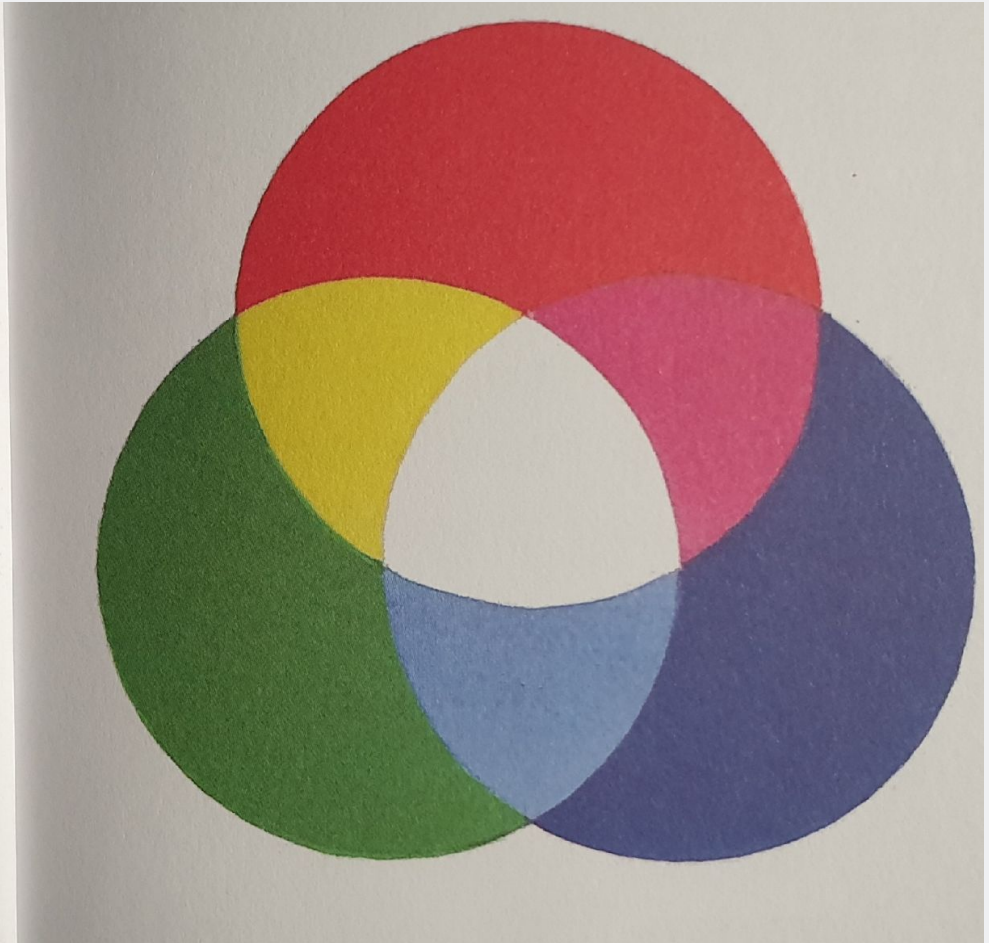
Six Key Meeting Questions

1. Why are you having it at all?
2. What are you discussing & deciding?
3. Who needs to be there?
4. Where are you having it?
5. When are you holding it?
6. How frequently and how long do you need to give it?

The facilitator has used the white-board to illustrate The Hexagon Of Unexpectedness.

Shireen thinks the facilitator looks very pleased with himself.

But people who say “pacifically” when they mean “specifically” tend to be very easily pleased.



FOR CHRIST

CO-MISSION:



Seven Tips to Transform Your Meetings

FOR CHRIST

1. Know why you're getting everyone together
2. Tell everyone why they're there
3. Plan what you want to do
4. Clarify what you're after
5. Own who does what and when
6. Keep the discussion on track
7. Summarise what you accomplished



1. Know why you're getting everyone together

FOR CHRIST

CO-MISSION:



2. Tell everyone why they're there

FOR CHRIST

CO-MISSION:



3. Plan what you want to do

FOR CHRIST

CO-MISSION:



4. Clarify what you're after

FOR CHRIST

CO-MISSION:



5. Own who does what and when

FOR CHRIST

CO-MISSION:



6. Keep the discussion on track

FOR CHRIST

CO-MISSION:



7. Summarise what you accomplished

FOR CHRIST

CO-MISSION:



Bill Hybel's Leadership Axioms

FOR CHRIST

1. How are you doing ... really?
2. Get the right people round the table
3. Know who's driving
4. Pay attention to greetings and goodbyes
5. Deliver the bad news first
6. Just say it!
7. Disagree without drawing blood
8. Umbrella of Mercy
9. Leaders call fouls

CO-MISSION:



Additional Reading

Craig Hamilton, Wisdom In Leadership & [this video](#)

Leadership Axioms, Bill Hybels

Death by Meeting, Patrick Lencioni

Death by Meeting Resources: <https://www.tablegroup.com/books/dbm>

Matt Perman, What's Best Next & Unstuck

Death by Meeting Resources: <https://www.tablegroup.com/books/dbm>

<https://www.ksl-training.co.uk/free-resources/chairing-meetings/tips-for-chairing-meetings/>

<https://fiec.org.uk/resources/are-your-meetings-smart>

“When I retire,” thinks Donal,
“I’ll never have to go to another
meeting in my life.”

Donal is wrong. He will have
to go to meetings, but every
single one will be with a medical
professional.

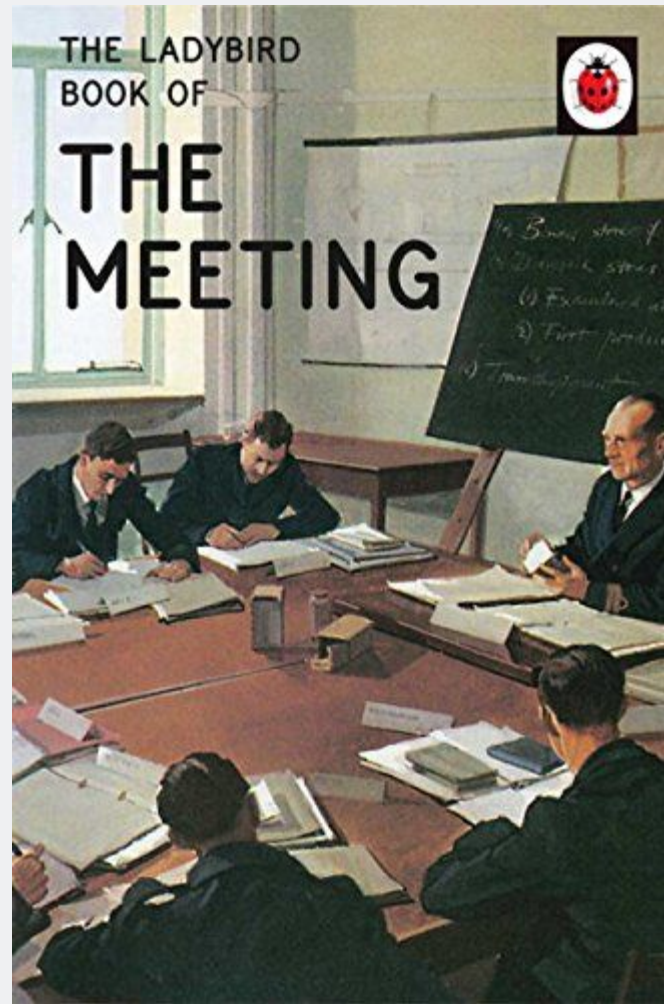
He will look back on meetings
about deadlines, targets and
buried treasure with a tear in his
eye.



FOR CHRIST

CO-MISSION:





CO-MISSION:

FOR CHRIST

