

Meetings



What are Meetings at Here?

Purposeful meetings are a key part of our working, planning and making good stuff happen. Meeting patterns need to meet the team's needs to connect and catch up with each other, attend to what's arising, make decisions and plan action.

Seeing it in action

You can drop into ET and Circus meetings, who do this well.

Contact them to arrange a chat

Training in the practice

You can access introductory and refresher training.

Contact the Circus team to discuss training

Learning resources

This document and related worksheets offer an introduction and learning reference for 'Meetings' practices.

See overleaf to read more

How we do things 'round Here

At Here we have some key practices and ways of working that support us to realise our purpose to create more possibilities for care in every moment.

They are a set of practices for developing our work together, sharing information, supporting ourselves and others and making good decisions.

They are the gathered experience and expertise from across the organisation and are practical resources and training for:

- Recruiting
- Onboarding
- One to ones
- Meetings
- Courageous conversations
- Making good decisions and acting wisely
- Creating impact together

Speak to the Circus team to find out more

How we meet at Here

A good meeting should be purposeful and useful for all parties. Good preparation and key practices can create the conditions for this to happen.

1.

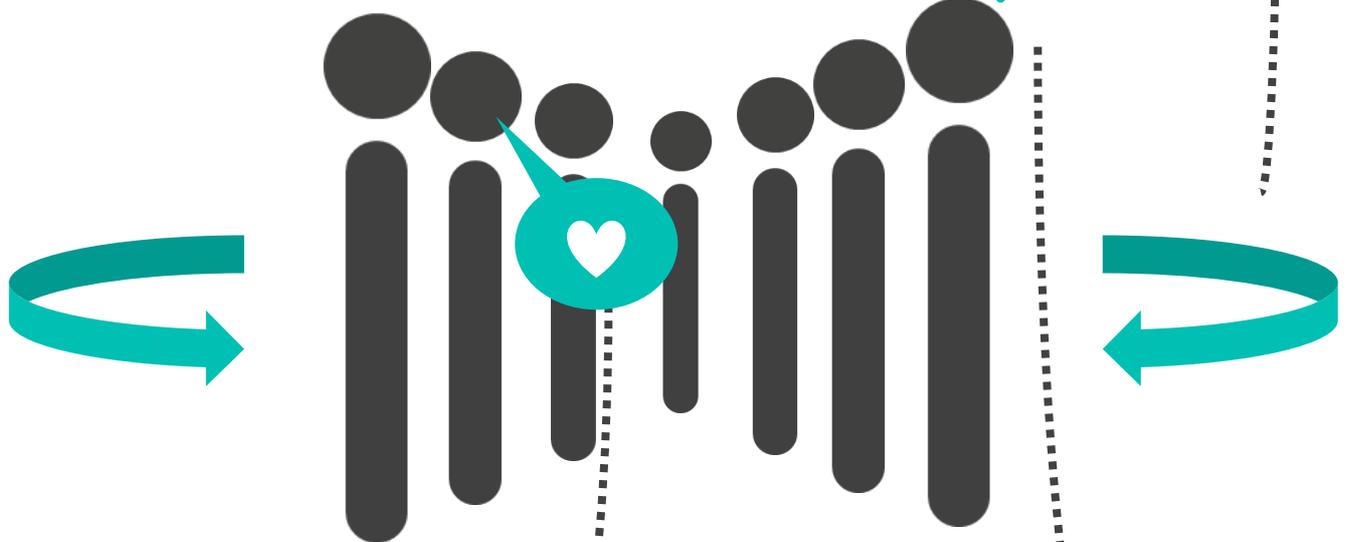
Agree purpose and the most helpful timing and setting

Do we need this meeting? What is it for? Then agree the meeting participants, setting, resources, timing and duration that best support that need.

2.

Inviting our whole selves

Practices like check-ins help us to arrive refreshed, let us know where we are each at and help us bring our full selves and resources to our work.



4.

Learn and adapt

Take time for regular structured reflection on your working together. Try new things. Evaluate and repeat.

3.

Make it possible for everyone to participate

Helping everyone to contribute fully will make your meeting more effective at achieving its purpose. Use quality questions.

Meeting where you are

Preparation

Purpose

Do we need this meeting? What's it for? Is it a good use of individual & collective time? Meetings are good for developing relationships, trust, thinking together and managing complexity. Digital platforms offer a good way to make transparent decisions.

Getting people there

- **Agree roles** - who is hosting? Minute taking? Will you rotate roles?
- **Invite people in a meaningful way** - a calendar invite alone may not help them understand and connect with the meeting's purpose
- **Come prepared** - what needs to be shared ahead of time to help people prepare? What preparation will help me fully participate?

Time and Place

Environment and setting makes a big difference.

- Does this meeting need to be done standing up in a huddle, walking in the park, in a circle of chairs or around a table?

Choose the rhythm & cut information or meeting overload

Do we need a one off or regular meeting?

- **Daily stand ups** - for agility and accountability
- **Weekly meets** - for checking in and updates
- **Annual away days** - for connecting to each other and our purpose

The Meeting

Inviting our whole selves

Taking a few moments of silence at the start of the meeting can help us to arrive, refresh and get present for our work together. A whole person check in also lets us know where we are each at and helps us bring our full selves and resources to our work.

Listen so others can speak

We all have people we prefer to listen to and subtle ways we influence who speaks. Are you aware of when you shut down? What does it take for you to change your mind? What are the consequences of some people not speaking up?

Purpose Purpose Purpose

Whether you have a prefixed agenda or you create it at the start make sure you're staying aligned with your purpose. Precious time can be lost through wandering off topic, complaining or blaming. Agree the problem you're trying to solve. Be solution focused to create possibilities. Check in at the end whether your intention has been met.

Speak so others will listen

There are many ways we silence ourselves. It can help to identify the one message you'd like to be heard. Add what's missing. Ask the stupid question. Share your intention, be solution focused and share specific appreciative feedback generously

After

Create new patterns together

Take time for regular structured reflection on your working together. Try new things. Evaluate & repeat.

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How we do things round Here

Worksheet available
'Asking good questions worksheet' contains good meeting prompts.

Here