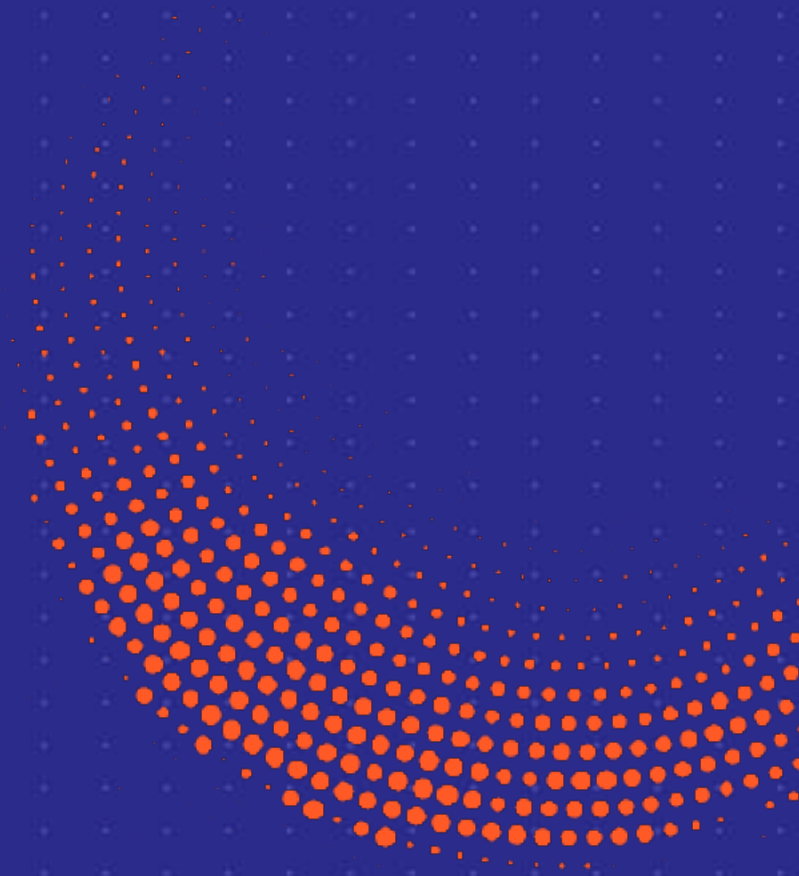




5 Practical Ways to Lead More Effective Meetings

w/ Matt Tresidder





Vala Afshar  @ValaAfshar · Jul 8, 2015

"You likely have to get management approval for a \$500 expense ... but you can call a 1 hour meeting with 20 people and no one notices."

 24

 2.1K

 1.5K



T3B3 Feedback

“Understands and empathizes with how difficult our jobs can be ”

“Literally the best manager I’ve ever had”

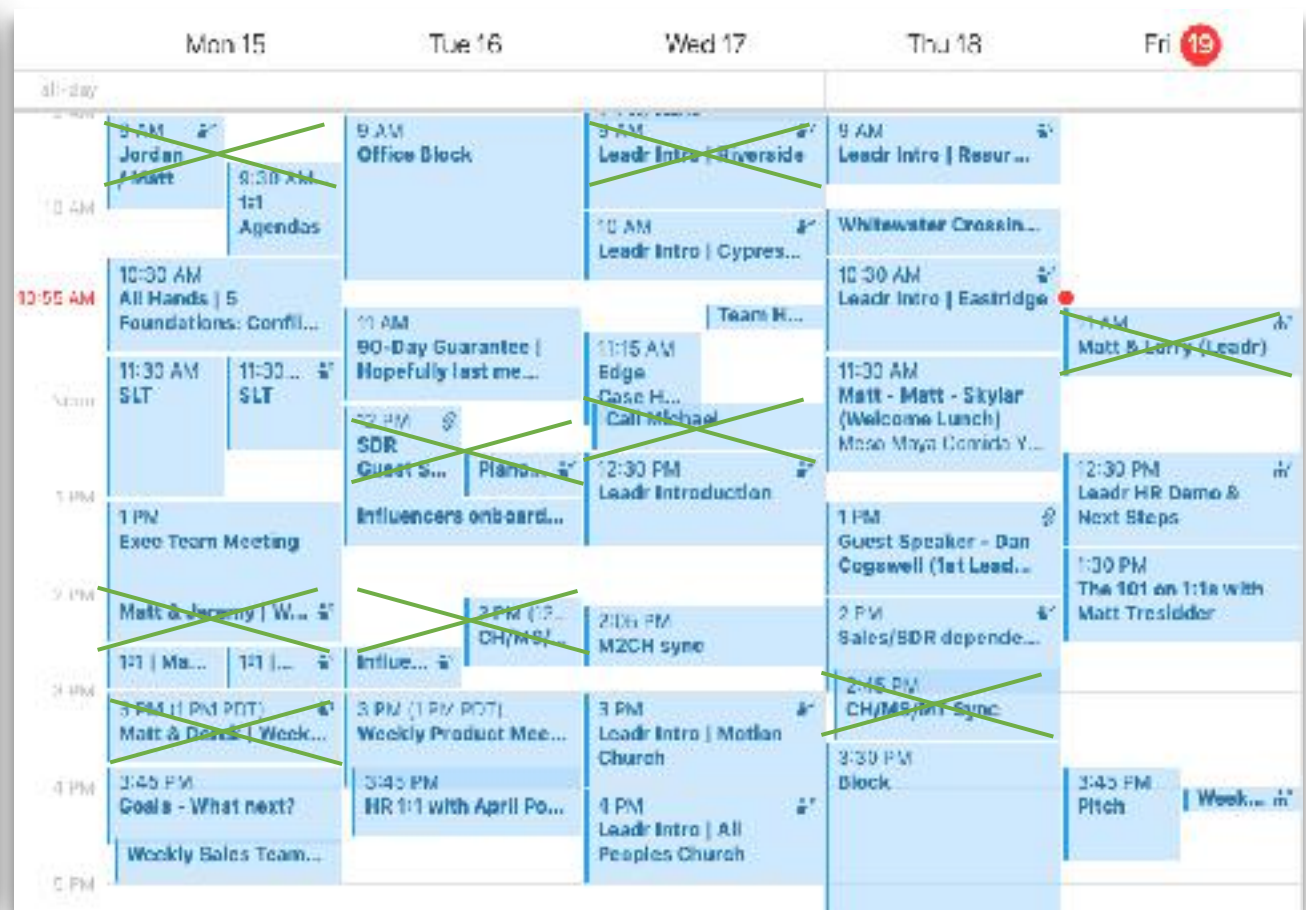
“Really wants us to grow and succeed”

“Comes across as distracted and uninterested”

“Always seems like he’s too busy to help”

“Is often dismissive and defensive”

What Happened?



The road to becoming an ineffective leader is paved with:

- Swamped with ineffective meetings & busy schedules
- Prioritizing projects > people
- Giving up on the HARD work

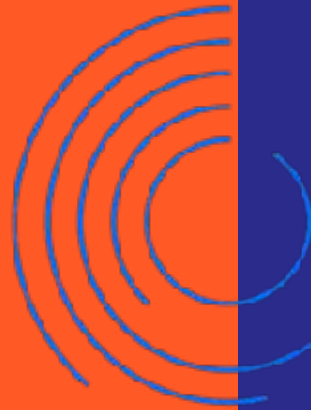
Leadr's 5 Foundations

Everyone...

1. has **1:1 meetings**, at least bi-weekly
2. is understood and recognized for their **unique strengths**
3. has clearly **documented goals**
4. receives **frequent feedback**
5. has a **personalized growth/development plan**

The Changing Workplace

30%
of staff are
actively engaged
in their
workplace*




**Engagement is highest
with those that have some
form of weekly
communication**

**Gallup, State of the American Workplace*

***“Cultures where important things
get left unsaid are unproductive,
unpleasant and frankly toxic”***

-Alex Turnbull, CEO & Founder of Groove



*“You don’t have time for 1-on-1s. This is true. The thing is, you also don’t **not** have time. There isn’t a better investment you can make in people than meeting either once a week, or at least, once every 2 weeks. **Get it on the calendar.**”*

-Jason Lemkin, Saastr

Five Steps to Effective 1:1s

#1 Present

- 1:1s aren't effective if your mind is elsewhere.
Be present
- What would it be like to sit in the other person's seat?
- For managers: you might spend all day in meetings, but remember this might be one of few for them (make it a safe space).

#2 *Prepare*

Preparing for conversations in advance shows the other person you value their time.

- **Share agenda in advance.** Tip: schedule 5 minutes the day prior to add your thoughts.
- **Collaborate** on agenda: both people should have contributions to the discussion. If meetings are often 1-sided, this time may not be enough of a priority.
- **Balance projects, care, and development:** Not all meetings will have all three – but all three should be regular.

Challenge: Take a look at your 1:1s for the last month. If you haven't made intentional time to discuss projects, growth, AND life outside of work, something is missing.

#3 *Perspective*

Know your employee, know where they feel safe

Location can set the tone for the conversation.

- Find a safe and secure location and environment to have one on one meetings:
 - Office
 - Conference Room
 - Coffee Shop
 - Walk
- This produces trust and candor in the meeting.
- Even while remote – be thoughtful about your environment.

“To get the best coaching outcomes, always have your 1-on-1’s on your employee’s turf, not yours. In your office the truth hides.”

Marcus Buckingham

#4 Performance

“If it isn’t written down, it didn’t happen.”

- If there are any **action points** or takeaways from a meeting, the person responsible should **send an email** after the meeting recapping what was said.
- In general note-taking and recaps (if applicable) show **respect & accountability**, and that you will remain on top of the task.

#5 *Personalization*

With busy schedules - it's easy to get caught in the trap of routine

Don't fall into the trap of approaching each 1:1 the same. Some tips/tricks:

- Start each working relationship with the topic: ***'What you should know about working with me'***
- Use those answers to find out what makes them unique
- Build your 1:1s based on that
- Continue to iterate and adjust over time

“How do you measure the effectiveness of your 1:1s?”

When the meeting is over:

- Are you leaving energized, enthusiastic, and motivated?*
 - Are you smiling?*
 - or are your shoulders sagging, eyes glazed, and dragging yourself out of the meeting?*
- ...that’s your scorecard as a leader.”*

***“People don’t care how much you know,
until they know how much you care”***

Theodore Roosevelt



Q&A

Request a demo at <https://www.leadr.com/request-demo>

