

2019-06-05 New2EA Meeting Notes - Facilitating from the Side

Presentation Link

Facilitating from the Side

- How often are you in rambling meetings or meetings that are not focused?
 - If you're in a meeting that's not well run, look around the room, is everybody else "showing signs" that it's going badly?
 - Are you or everybody else wondering why you are there?
 - Learn to recognize the signs
 - That's your chance to step in - facilitating from the side; help to get meeting back on track
 - Ask clarifying questions from a place of humility:
 - I'm just a bit confused
 - maybe I missed this in the e-mail
 - what is it we're trying to get to
 - at the end of the meeting you would like to have...,
 - and that means you want us to,
 - help you do this,
 - let me clarify this
 - set the goal, agenda, define the role of the participants
 - can I write them down? do you mind if I put that on the whiteboard?
 - if you have the pens then you kinda run the meeting
 - start offering activities to help,
 - you would like to get our input,
 - just so I know could you let me know what's in scope and out of scope,
 - agenda bash to put ideas on the whiteboard,
 - what do we want to talk about 1st,
 - sticky note exercise,
 - go around
 - I thought we'd review this document (that wasn't sent beforehand) - ask to postpone meeting
 - should we break out into small groups?
 - Structure and purpose of the document
 - Be clear on what it is people are doing
 - So who else had comments on X?
 - So what does this do?
 - Broker the conversation;
 - i didn't see anything about X, did anyone else have the same view?
 - Asking questions but structuring how it's going to happen
 - Be a time keeper for the meeting; start to provide time checks; there's 5 mins left should we start talking about next steps?
 - Can we take this away and read it? Use Google docs for team collaboration
 - Offer to help capture notes
 - Remember the goal and keep the meeting focused
 - Eg. move the "parking lot" outside the meeting room; "we're going to take that out of the room"
 - By asking questions what you end up with: goals for the meeting, defined the roles of the participants, define outcomes, scoped the conversations, developed a process by which we'll get there by suggesting activities, capture notes, provide time checks, push towards next steps, follow up afterwards
 - [PROPER meeting guidelines](#), purpose, objectives
- Lenses:
 - Political Lens: who's meeting it is, who's in the room
 - Cultural Lens: how does this team/group work, are you the outsider
 - Control Lens: strong command and control structure, top down hierarchy,
 - is it worth your investment, is the meeting salvageable, are you going to be the facilitator for the next meetings, do you worry about your capital/cost/reputation
 - in political meetings you may be meeting with people above your pay grade, you may be nervous about it, come from humility makes it softer
- check framework for feedback
 - Reflect on how your facilitation from the side went/worked
 - Did you get what you wanted
 - Offering to help plan and run meetings
 - what are people going to get out of it, what's their role, what are they contributing, what are you going to get out of it
- agenda items: why is this here, what is it doing, what is it are you really going to get from it
- Table talk
 - it's an easier conversation to have face to face rather than Zoom
 - How to deal with detractors to a meeting; use facilitation techniques for effective meetings
 - use architects to take notes
 - Take notes in a public space where they can be seen; having a 2nd person in the room is also very useful
 - how to solicit feedback from persons not speaking up or perhaps shy or introvert; use sticky note exercises, write your top 3 ideas down, 1-2 for all, private-pair public, shift and comment
- Go around (for next meeting/topic): have someone to bring you back on track when you start breaking the rules, takes practice to from a judgement on whether to lean in harder or less



Homework: Which of the following are you going to commit to doing in your next unfocused meeting?

- Clarifying questions
- Time check

Try this in journal - **record the results of your efforts**

Attendees



Participants (15)

Q

type to filter...



NP

New2EA Presentation (me, participant ID:50)





W

Jacob A Morris (Host)





17346493511





BS

Beth Schaefer





BR

Brandon Rich





JJ

James J Phelps





JH

Julian H. Aiken, Jr.





MJ

Margaret Johnson (NCSA)





m

marlon





NP

Nathaniel Poon





RS

Raoul Sevier - Harvard





RC

Rich Cropp





S-

Sanjay - Tufts





s


smiltenber





s


stevens3





raise hand

yes

no

go slower

go faster

more