

Team Meeting Agenda

Here's a sample agenda for a one-hour team meeting that creates connections. Please ask for staff input before the meeting and get others involved. If doing presentations energizes someone on your team, share the job of running the team meeting with him or her. Perhaps he or she can be the emcee!

Of course you'll want to add your own "flair" to keep things interesting. Use technology, such as teleconferencing, so employees who aren't working can participate or record the meeting for others to listen to afterward. Ask for help from your IT department if you aren't familiar with how technology can help you communicate virtually at team meetings.

1. **Reconnect with the vision and values:** A great way to dialogue about shared values and responsibilities is to connect them to positive work done by the team. Recognize individual team members or team efforts and connect the compliment to the vision. Ask others to share good news, too, and then relate it to the vision and values as well. For example... *"I want to recognize Bonnie, who demonstrated our STAR values when she went above and beyond to get the month-end report finished even with two team members out sick. Great job, Bonnie! Who else would like to recognize someone for showing off our STAR values?"*
2. **Share updates:** Share news from management meetings, including strategic initiatives, budget information, technology updates, etc. Your direct reports appreciate your candor and openness when it comes to keeping them informed, especially during challenging times. This is the time to dispel rumors and share important or complex information so that team members can ask questions. Please don't simply repeat items you've sent out in emails – people are likely to feel like that meeting (or reading your emails) is a waste of their time.
3. **Focus on Engagement:** Take 10-20 minutes at every team meeting to do an interactive exercise that focuses on engagement. (You can use the Match Game to find a willing facilitator whom you can delegate this to.) This is the perfect time to complete one of the team exercises from this book. The one in Shortcut #6 regarding your Engagement Survey Interim Feedback will help you with the measurement piece. There are other ideas at www.VickiHess.com – just click on "Free Resources."
4. **Take suggestions:** Open the floor for staff to share their ideas. Be clear that the topic is not "problems to solve" but "suggestions for improvement." You can use traditional brainstorming techniques, small-group discussions, or a pros-and-cons list to help determine any next steps. Get everyone involved.

5. **Gratitude and wrap up:** Invite staff to share things about work that they are grateful for. This allows for positive reinforcement and public appreciation while ending on a good note.

