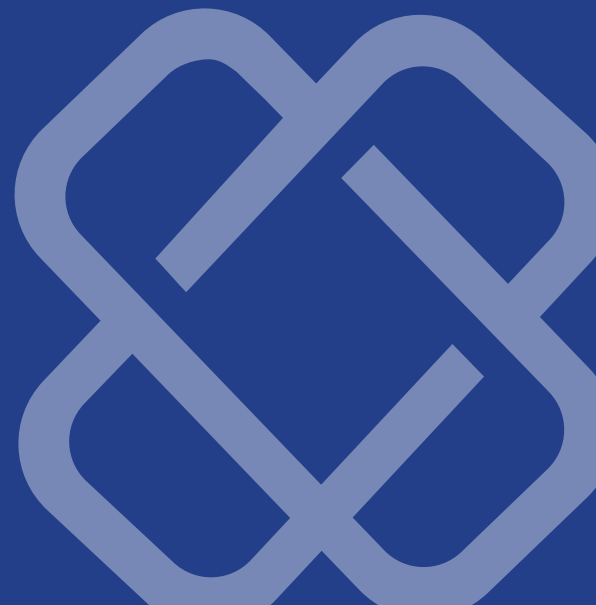# Meetings 1ˢᵗ 10 Tips

Create Amazing Meetings for All

CreatingEdge

1. Question the meeting
- Do you need the meeting – is it necessary?
- Can you capture the content in a different way?
- Does your meeting fit into Creating Edge's 6 meeting types
    1. Decision making
    2. Problem solving
    3. Brainstorming
    4. Team Building
    5. Planning
    6. Temperature Check
- If not don't have the meeting

2. Always, always have a PO3
- A Purpose for the meeting
- Clear objectives on what you want to achieve
- Tangible deliverable Outputs
- Outcomes – what will happen differently
- A highly detailed plan for success is included in the course

3. Visualise the meeting
- Always visualize the meeting & sessions in advance of planning
- Ensure your meeting aligns to your forward vision & outcomes

4. Get rid of the desks & tables
- Desks are a barrier to collaboration & connection
- Remove them & use a talking circle or other methods in the course to engage with participants

5. Stop meeting for status updates & reviews
- Why meet if you can communicate electronically
- Explore all alternatives to a physical or virtual meeting
- Update & Review electronically not by meeting

6. Always recognise staff
- So important we have built a whole course on it
- Always recognise your staff's efforts in public & together
- Use any meeting as an opportunity to recognise

7. Let the team build the agenda
- Be clear on your own needs for the meeting
- Take a back seat & let the team plan the meeting
- We show you how in the course

8. Create an amazing name
- No one is going to attend if it's a boring title
- Put some life into your meeting & spend some time on the title
- We provide you with several amazing idea opportunities

9. **Set the ground rules**
   - You need to be clear on the rules of the meeting
   - With technology distractions & dispersed teams your meeting rules have never been more important
   - We give you over 100+ options on etiquette & discipline for your meeting

10. **Inspiring & engaging opening**
    - Inspire with energy & set the tone for the meeting
    - Create a safe environment for everyone to participate
    - Engage the team with strong eye contact to emphasise your energy

Other key Creating Edge Modules to Consider:

Communication

Recognition

Time

Distractions

Vision

Empathy

Collaboration

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Making Leaders Stronger & Sharper