

SUPERSTAR FACILITATION: THE ART OF LEADING MEETINGS WITH [NAME], [ROLE]





TODAY

SUPERSTAR FACILITATION

- Design meetings for successful outcomes
- Creating an environment of involvement
- Bringing people into the conversation
- Taking weight off the facilitator





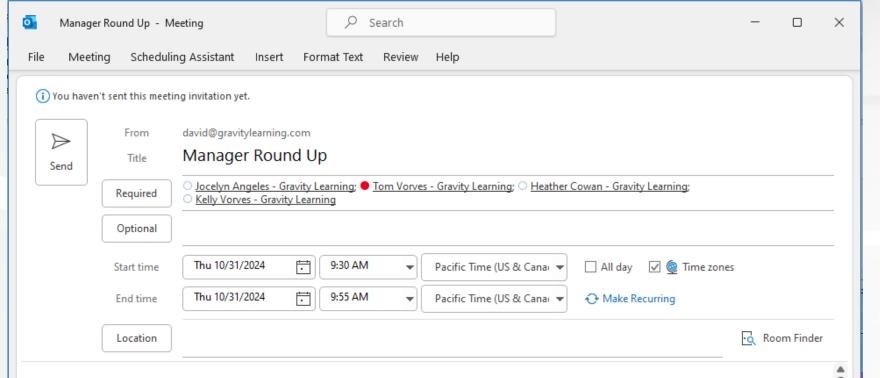
THREE PARTS OF THE PERFECT MEETING INVITATION



THE WHY

THE AGENDA

THE OUTCOME



Hi Team,

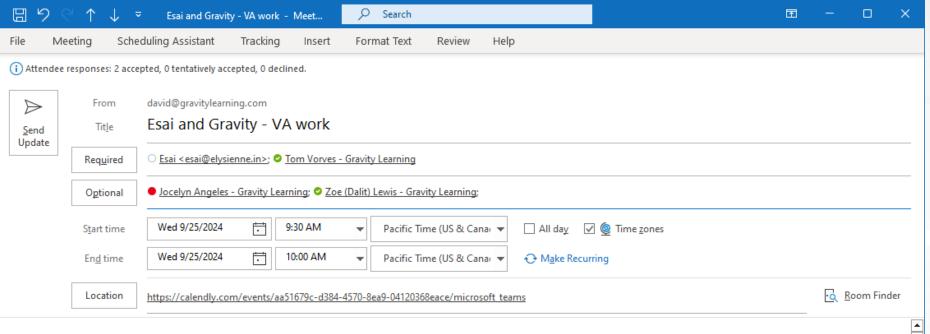
The goal of this meeting is to build visibility into projects, identify opportunities, and overcome roadblocks.

Agenda:

- · Report on previous action items
- · Share successes we might learn from
- · Share what's next for each team
- Share roadblocks & brainstorm solutions

When we're finished, managers will have greater clarity on Gravity Learning's big picture and be better armed to overcome upcoming challenges.

Link to Join



The goal is to get clarity on how Elysienne might provide VA work for Gravity.

AGENDA

- What does that look like?
- · How might we best work together?
- How do we keep costs down?

When we're done, we should have enough information to decide if it's a good fit and to set next steps to work together.

Please share anything that will help prepare for our meeting.

NOTE: If your schedule doesn't allow you to join, feel free to share thoughts with me beforehand, and I can update you on key points afterward.

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 262 782 910 180

In Shared Folder & Calendar - david@gravitylearning.com

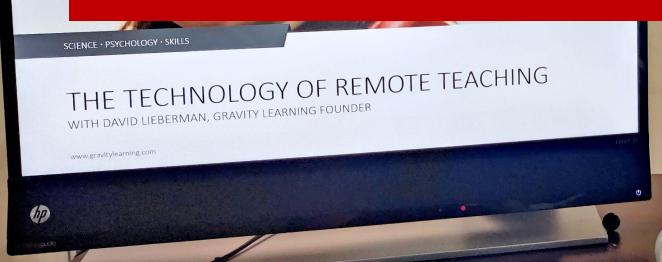


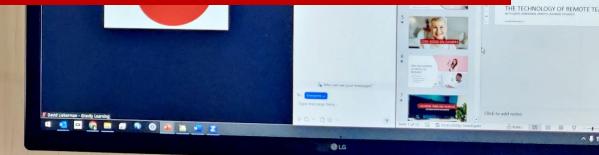






TO PARTICIPATE WHEN THEY JOIN REMOTELY





Journal of Health Expectations (2022)

SET EXPECTATIONS IN THE BEGINNING

SET CONTRIBUTION EXPECTATIONS

OUTLINE MEETING
TOPICS











HOW DO WE RECEIVE IDEAS

WITH GRACE?



UNREFINED IDEA?

- 1. Show appreciation for the contribution
- 2. Say what you like about it
- 3. Talk about opportunities

MOST IDEAS ARE BAD IDEAS

BUT...

ALL IDEAS HAVE SOMETHING GOOD



WHERE IS THE GOOD IN THESE IDEAS?

ALL IDEAS HAVE SOMETHING GOOD

"I think we should eliminate performance reviews"

"I think all employees should set their own work hours"

"Afternoons should be meeting-free to focus on tasks"

"We should get a big bonus after this successful year"



- What is an idea you like for your team?
- What might an "unrefined" version of your idea look like?
- 1. Take turns playing the leader
- 2. Each partner presents an idea to the "leader"
- 3. The leader responds with the 3-step model







SET UP AND PASS

CALL OUT TO BRING THEM IN

- START WITH THEIR NAME(S)
- SAY WHAT TO TALK ABOUT AND FOR HOW LONG
- 3 SAY THEIR NAME AGAIN

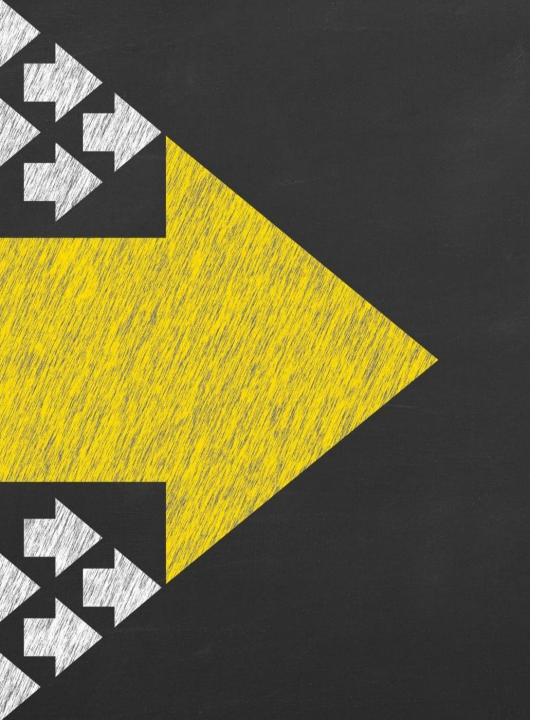














4 TAKEAWAYS

SUPERSTAR FACILITATION

- Include an agenda, even when you're rushed
- Set expectations for involvement and gracefully accept ideas
- Use Set Up and Pass to bring people in
- Re-imagine the "note taker" as the "progress reporter"



FACILITATING HYBRID MEETINGS



WHAT WILL YOU USE?

WHAT WILL MAKE THE BIGGEST DIFFERENCE?



Together we can affect and prove something meaningful.

