



SCIENCE • PSYCHOLOGY • SKILLS

SUPERSTAR FACILITATION: THE ART OF LEADING MEETINGS

WITH [NAME], [ROLE]

www.gravitylearning.com

WHAT MAKES IT
CHALLENGING TO

CREATE AND MAINTAIN
INCLUSION

IN MEETINGS?





TODAY

SUPERSTAR FACILITATION

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

A scenic view of a city with a river, trees, and a blue sky with clouds. The image is split into three horizontal bands: a top red band, a middle black band, and a bottom red band. The text is overlaid on these bands. The background shows a cityscape with a river, trees, and a blue sky with clouds.

NEXT TO “INCLUSION”,

AN AGENDA

CORRELATES **MOST** WITH MEETING SUCCESS


SOURCE:
Journal of Business and Psychology (2014)

THREE PARTS OF THE PERFECT MEETING INVITATION



- THE WHY
- THE AGENDA
- THE OUTCOME



 You haven't sent this meeting invitation yet.



From david@gravitylearning.com

Title **Manager Round Up**

Required

Jocelyn Angeles - Gravity Learning; Tom Vorves - Gravity Learning; Heather Cowan - Gravity Learning;
 Kelly Vorves - Gravity Learning

Optional


Start time

Thu 10/31/2024

9:30 AM

Pacific Time (US & Cana

All day

 Time zones

End time

Thu 10/31/2024

9:55 AM

Pacific Time (US & Cana

[Make Recurring](#)

Location

 Room Finder

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](#)

Esai and Gravity - VA work - Meet... Search

File Meeting Scheduling Assistant Tracking Insert Format Text Review Help

i Attendee responses: 2 accepted, 0 tentatively accepted, 0 declined.

 Send Update

From david@gravitylearning.com

Title **Esai and Gravity - VA work**

Required Esai <esai@elysienne.in> Tom Vorves - Gravity Learning

Optional Jocelyn Angeles - Gravity Learning; Zoe (Dalit) Lewis - Gravity Learning;

Start time Wed 9/25/2024 9:30 AM Pacific Time (US & Cana) All day Time zones

End time Wed 9/25/2024 10:00 AM Pacific Time (US & Cana) [Make Recurring](#)

Location https://calendly.com/events/aa51679c-d384-4570-8ea9-04120368eace/microsoft_teams [Room Finder](#)

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



EXERCISE — PERFECT INVITATION

1. Find a meeting in your calendar
2. Add: a why, an agenda, and an expected outcome
3. Share with a partner



#1

MOST EFFECTIVE
MEETING DESIGN
CHARACTERISTIC

INVOLVED PARTICIPANTS

SOURCE:
Journal of Business and Psychology (2014)

PEOPLE WHO ATTEND REMOTE MEETINGS ARE

35% LESS LIKELY

TO PARTICIPATE WHEN THEY JOIN REMOTELY

SCIENCE • PSYCHOLOGY • SKILLS

THE TECHNOLOGY OF REMOTE TEACHING
WITH DAVID LIEBERMAN, GRAVITY LEARNING FOUNDER

www.gravitylearning.com

hp

SOURCE:

Journal of Health Expectations (2022)

SET EXPECTATIONS IN THE BEGINNING

1

SET CONTRIBUTION
EXPECTATIONS

2

OUTLINE MEETING
TOPICS



The background of the slide features a close-up, shallow depth-of-field photograph of gym equipment. On the left, a portion of a silver and black weight plate is visible. In the center and right, two black hexagonal dumbbells are shown. The dumbbell in the foreground has "10 LB" printed on it, along with a signature "Jessica Simpson" in white. The dumbbell behind it also has "10 LB" printed on it. The overall lighting is soft and focused on the equipment.

EXERCISE: SET EXPECTATIONS

1. Think of the next meeting you will lead at work
2. Rehearse starting that meeting with your breakout team
3. Rotate through setting expectations for contributions

A young woman with dark, curly hair is shown from the chest up, looking down and to the left with a sad and thoughtful expression. Her eyes are slightly red, and her mouth is slightly open. The background is a plain, light-colored wall.

WHAT IS THE
EFFECT OF...

FEELING DISMISSED IN
FRONT OF A GROUP

BEING TOLD YOU'RE
WRONG IN FRONT OF A
GROUP



WHEN YOU WANT TO ENCOURAGE “INVOLVEMENT”...

RESPOND TO IDEAS WITH GRACE

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"

EXERCISE: ROUND ROBIN OF GRACE

- 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



TO GET INVOLVEMENT

DON'T WAIT

FACILITATE

SET UP AND PASS

CALL OUT TO BRING THEM IN

1

START WITH THEIR NAME(S)

2

SAY WHAT TO TALK ABOUT AND FOR HOW LONG

3

SAY THEIR NAME AGAIN



ACTION PLAN

AN ACTION PLAN WITHOUT A WHO AND A WHEN IS JUST A WISH

WHEN WILL YOU USE SET UP AND PASS?



FACILITATING A MEETING IS HARD

YOU CAN'T DO IT ALL



PROGRESS REPORTER

FOR EACH AGENDA
ITEM, REPORT:

DECISIONS

ACTIONS AND NEXT STEPS

UNANSWERED QUESTIONS



REHEARSE

ASSIGN SOMEONE TO BE PROGRESS REPORTER (NOTE TAKER)
AND TELL THEM WHAT'S INVOLVED

ACTION PLAN

AN ACTION PLAN WITHOUT A WHO AND A WHEN IS JUST A WISH

WHEN WILL YOU TALK TO YOUR TEAM ABOUT THE
“PROGRESS REPORTER” ROLE?

4 TAKEAWAYS

SUPERSTAR FACILITATION

- 1 Include an agenda, even when you're rushed
- 2 Set expectations for involvement and gracefully accept ideas
- 3 Use Set Up and Pass to bring people in
- 4 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.

