Facilitating Effective Meetings

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LC3 Capacity Building Series 2022

• February 15, 2022 – Facilitating Effective Meetings
• Date to confirm – Game Changer Action Team Coaching Sessions – 1 hour team coaching
• May 17, 2022 – Progress and Impact Measurement for Game Changer Action Teams
Questions?

How do we get new and current LC3 Collaborative members to truly own our shared outcomes?
Build a supportive community

One of the great metaphors that reflects the power of working together is that of geese flying in formation. While it is not entirely clear whether a goose can get to their destination on their own, we know the chances of getting there are much better if they fly as a community.

Flying in formation, geese enjoy exponentially more power as one cut wind resistance for the other. When one goose gets tired it drops back and another takes its place in the lead.

Our work can be lonely, but we think it can be easier and a lot more fun if we make this journey in good company.

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Your LC3 Collaborative Role

• The LC3 Collaborative is the sum of its parts
• Each member provides strategic leadership and guidance
• Determine how you and your organization align and advance the shared and collective work
• We are all part of the backbone team!
Effective Facilitation

• Affirms what participants know
• Builds a common language
• Highlights emerging knowledge, skills and resources
• Builds a supportive community
• Builds in opportunities to contribute to the shared work
• Regenerates a sense of energy, mission and purpose
# The Facilitator Skillset

<table>
<thead>
<tr>
<th>Listens and Observes</th>
<th>Uses visual aids effectively</th>
<th>Records ideas legibly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asks probing questions</td>
<td>Thinks quickly</td>
<td>Acknowledges and responds to emotions</td>
</tr>
<tr>
<td>Paraphrases</td>
<td>Summarizes</td>
<td>Resolves conflict</td>
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<tr>
<td>Uses humour</td>
<td>Utilizes a variety of techniques</td>
<td>Designs or chooses discussion techniques</td>
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<tr>
<td>Understands people and groups</td>
<td>Energizes the group</td>
<td>Other Skills?</td>
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Values of a Skilled Facilitator

• **Respect and Empathy:** All ideas are important. No idea or individual is more important than another.

• **Cooperation:** Your group members must work together to reach the group's goals. As a facilitator you cannot force individuals to work together but you can create an environment for it to happen.

• **Honesty:** You and the group need to be honest and open about your feelings, values and priorities.

• **Responsibility:** The group must assume responsibility for the solutions and their implications. The facilitator assumes responsibility for his or her actions, which ultimately affect the content, participation and process of the session.

• **Flexibility:** As you manage the discussion, you will be sensitive to the needs of individuals and adjust the process and schedule as required.
Planning for Effective Meetings

• What are the objectives of this meeting?
• What does the group want the result to be?
• How much time do we have?
• How many people will be attending?
• What things need to be covered or completed during the meeting?
A detailed meeting agenda

1. Meeting goals, welcome, introductions
   - Review goals of meeting, introduction of new members (if any), general housekeeping

2. Review: decisions we made at the last meeting (note: this language should be consistent with what you put in the follow up email after the meeting)
   - How did we decide to focus our work? What new data or information did we see? What did it tell us?

3. Discussion section: what are we covering today?
   - What big topics do we have to discuss? What follow up items do we have to cover? What have we learned in our implementation in the last month? What did the LC3 Board contribute to our “ask” last month? What is the status of our strategies and our progress against our implementation plan?

4. Decision making: what do we need to decide today to move forward and what are the steps we need to take in the next months to make that happen?
   - Identifying challenges, Agreeing on next steps, Assigning owners to to-dos, including answering research questions, making connections, conducting an interview, etc.

5. Closure
   - Identifying accomplishments in past month (success, anecdotal or quantitative), identifying questions for LC3 Board of Directors
Decision-Making and Problem-Solving Techniques

• Pair – Share
• Corners
• Consensus
• Brainstorming
• The Parking Lot
• Others?
Impact Effort Matrix

- High Impact, Low Effort: The best ideas go here!
- High Impact, High Effort: Further study is likely required.
- Low Impact, High Effort: Probably best to avoid these.
- Low Impact, Low Effort: Further study is likely required.

Source: https://gamestorming.com/impact-effort-matrix-2/
### Start Stop Continue

**Start**
- daily standups
- Friday “Flash” Report

**Stop**
- weekly status meetings
- tracking bugs & builds with email
- prioritizing buglist
- lessons learned at milestones

**Continue..**

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[Gamestorming –Start Stop Continue –](https://gamestorming.com/start-stop-continue/)

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Dialogue Session

10 minutes each round:
First Person: What is your facilitation horror story? What is your facilitation success story?
Second Person: What advice do you have for your colleague?

SWITCH
Concluding a Meeting or Facilitation Process

1. Summarize the achievements of the group
   • With the help of group members, discuss the highlights, challenges and successes of the process.

2. Ask the group what needs to be done next
   • Try to get an agreement on who, when, where and how.

3. Thank the group for their involvement
   • Congratulate them on their hard work and achievements.
The Next Level
How do we connect what we have learned today to the Game Changer Strategy workplans?
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Building a connected force for community change.

- Online Learning Communities
- Communities of Practice
- Monthly online seminars
- A monthly online journal – Engage! magazine
- Face to face learning events

To learn more email: tamarack@tamarackcommunity.ca
Thank You!

Please share your feedback with us at tamarack@tamarackcommunity.ca