



helping helps you

meeting success tips

who did IT?

a recent win that is a direct result of having been at a meeting is shared

TIPS – make sure this is not solely a recent success – make sure it's because they were at a meeting – i.e. something that they did or that happened based on feedback or suggestions they had received at one of our meetings

2 previous action plans are pulled for review

TIPS – the group leader should pull these just in advance of the meeting and make sure that the plans they pull are from people who will be at this meeting. This is a layer of accountability and the idea is to get people to revisit Action Plans that may not have been fully completed. The group leader should help them to discern if they should reconsider the actions they wrote down or still work on getting them done if they are incomplete.

around the room, one by one (listening only)

everyone is to listen and take notes as we go around the room

TIPS – this part of the meeting is only for the group members to share their Recent Victory and Hot Topic. Don't let other members start GIVING input or else the meeting will get away from you and not everyone will get a chance to GET the input they need. Short, clarifying questions are acceptable if the Hot Topic that was shared is not clear, but that's it! This is a really, really important component of the meeting. Members should have prepared in advance so that they can be purposeful when they share their Hot Topic with the group. This section should be relatively brief – it is important for the group leader to keep it brief – just get the Victory and Hot Topic and move on.

back around the room, one by one (input)

everyone is given the opportunity to give input on the challenges that were shared

TIPS – this is the meat of the meeting. Go 1 by 1 and allow sufficient time to work through each person's Hot Topic before moving on to the next. The group leader is responsible for spurring conversation if people aren't speaking up. Everyone should ask probing questions to help with each person's Hot Topic. There is usually a clear ending point where it is obvious that the person has gotten enough feedback and it is time to move on. A concluding statement from the group leader like, "Was that helpful?" or "Did we give you enough feedback?" will help bring closure and allow you to move on to the next member.

action plan completion

take time to determine next 3 action steps & BY WHEN commitments and put them in writing

TIPS – NO CHEATING! Make sure that each person takes time to actually write out their Action Plan. If any member sees that another is struggling, ask them if they need help. Sometimes we need to be told what our actions should be because they just aren't clear to us. Make sure that the 'Time to complete' and 'Due Date' are both filled out. Members should be pulling out their calendars and entering their task time and due dates into their calendars at the meeting.

action plans are read aloud

TIPS – encourage input – just because an Action Plan is completed does not mean that feedback can't be given. If a group member feels like someone missed the mark with what they wrote down, call them out. If they did a great job with what they've committed to, commend them.

accountability partners are chosen and action plans are passed

TIPS – be sure that it is very clearly as to who is working with whom and write that in the section at the top of the forms. It is obvious, but important, that you have your accountability partners contact information. If you have an even number in the group, just make partners. If you have an odd number, you may need to do a round robin so that everyone is covered. Partners should take the other person's Action Plan as seriously as theirs and a great success tip is to have them enter the other person's actions and due dates into their own calendar so that they remember to make the follow up call or email to see how their partner did.

leader shares an inspirational quote

TIPS – Be prepared! Have a favorite book or list of quotes with you. If you happen to run out or forget, ask someone in the group to share one.

close the meeting

TIPS – be sure to encourage everyone and leave on a positive note. Clarify the date of your next meeting (every other week, unless a reschedule is needed). If any visitors have questions, the group leader or any member should take time to answer them.