

LEADER CONVERSATION GUIDE

How to Lead Meetings People Look Forward to Attending - Episode 192

Creating Alignment in Your Church (Part 4)

Recent research found the average salary cost of a meeting was \$338, and that there were about 11 million meetings each day in the U.S. How many meetings do you have in your day? Are you seeing the return on your investment for your team's time? In this episode, Tony and Amy explore what productive, collaborative meetings really look like, and share nine key practices to help your team get better.

9 Key Practices for Better Meetings

When a team is clear on direction and wins, and puts these principles into practice in their meetings, people actually *like* meetings. They help us clarify our work and move things forward. They turn into a worthy investment of our time rather than an energy drain.

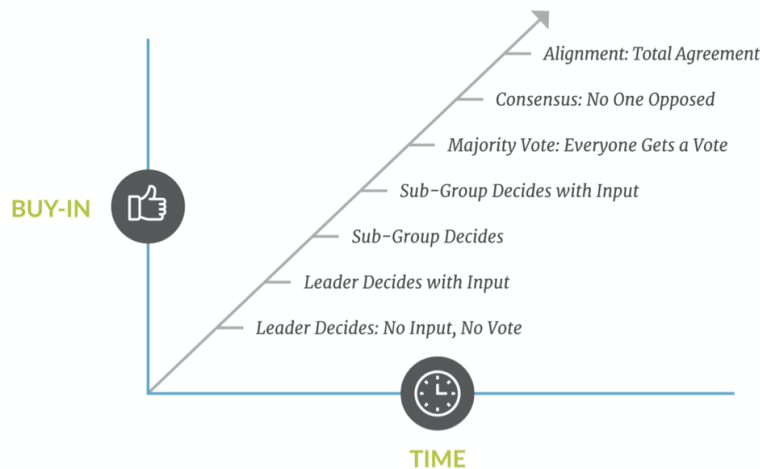
1. **Meetings need to start and end on time.** If the team is focused on how they're going to adjust their calendar for the rest of the day because of your long meeting, you're probably not getting the best from them.
2. **Effective, collaborative meetings have a clear purpose and agenda.** At the beginning of the meeting, identify the "win" so that everyone is clear on why you're meeting. If you're leading the meeting, this is on you as the facilitator.

This can be a challenge for regularly *recurring* meetings. Everyone just assumes they know why they're meeting. About once a month, remind the group of the purpose of the meeting. Bring clarity to the "win" again.

3. **The meeting's discussions stay on topic.** The leader doesn't let the meeting wander or allow people to hijack the conversation with their own agenda.
4. **Technology is not allowed to become a distraction.** Texting, emailing, and browsing social media is not permitted. In the best meetings, no one is on a phone at all.

5. **There's robust discussion.** People are engaged and bringing their best thinking to the table. They're not afraid to disagree and invite input and feedback.
6. **Minimal time spent in the "weeds."** The team doesn't get stuck on minor issues. Minor issues are tasks for someone to complete, not team discussions.
7. **The team demonstrates effective communication skills.** No one talks over others or is passive aggressive. The team demonstrates good listening and healthy conflict resolution.
8. **There are clear decisions and next steps.** The leader leaves an appropriate amount of time at the end to clarify the decisions made and make clear who owns next steps.
9. **A plan to communicate any decisions is created.** Did we make any decisions? How will we cascade that information? By when?

Decision Rights



Next Steps

How would your church grow if your whole team was pulling in the same direction?

On May 13, join us for a 1-day livestream Masterclass to equip you to align your team: Register to participate in the [4 Keys to Align Your Strategy and Your Team](https://theunstuckgroup.com/masterclass) event at theunstuckgroup.com/masterclass.

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