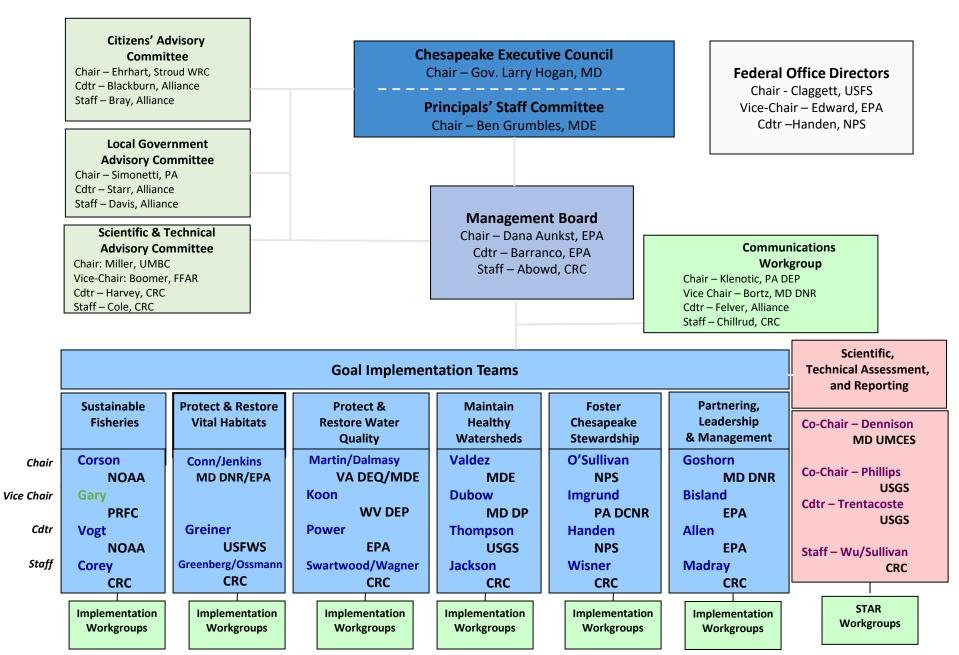
# Designing Effective Meetings



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### **CBP Organizational Structure and Leadership 9/3/19**



### **CBP GIT Implementation Workgroup Structure**

**Trading and Offsets** 

Workgroup

**BMP Verification** Committee

**Toxic Contaminants** 

Workgroup

**Federal Facilities** Workgroup

Team

#### **Goal Implementation Teams** Sustainable **Protect & Restore** Protect & Maintain Enhance **Foster** Chesapeake **Restore Water** Healthy Partnering, **Vital Habitats Fisheries** Stewardship Quality Watersheds Leadership & Management Fish Passage **Agriculture Workgroup** Ches. Bay Education **Local Leadership** Stock Workgroup Workgroup Workgroup Assessment **Forestry Workgroup** Committee Stream Health **Budget and Finance Public Access** Workgroup Workgroup **Planning Action** Maryland and Land Use Workgroup Team Virginia **Submerged Aquatic** Interagency Vegetation Citizen Stewardship **Urban Stormwater Oyster Teams** Workgroup Workgroup Workgroup **Invasive Catfish** Wastewater Workgroup **Wetland Workgroup Treatment Workgroup** Chesapeake Conservation Partnership **Fish Habitat Brook Trout Action Watershed Technical Action Team** Team Workgroup Diversity **Forage Fish** Workgroup **Black Duck Action Action Team** Milestone Workgroup

#### **Other Workgroups**

Communications Workgroup

Science Technical **Analysis and** Reporting

Information Management and **GIS Support** 

> Integrated Monitoring **Networks** Workgroup

**Status and Trends** Team

> **Data Integrity** Workgroup

Integrated **Trends Analysis** Team

> Modeling Workgroup

Climate Resiliency Workgroup

Criteria Assessment **Protocol** Workgroup

# Go to <u>www.menti.com</u> and use the code 72 84 50 4

### What makes a good meeting?

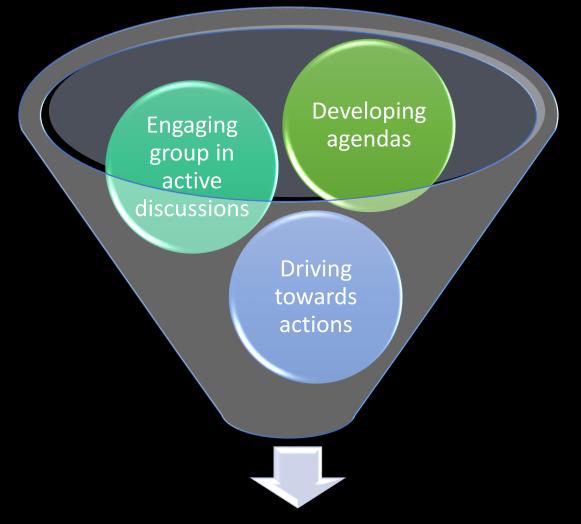


### **Purpose:**

• Enhance your facilitation skills and meeting design capabilities

### **Outcomes:**

- Understanding of how to engage your group more effectively
- Knowledge of how to design meetings that produce results



Designing Effective Meetings

# 75% of your success happens before you start your meeting!

# Facilitation is about what you did in preparation for your meeting.

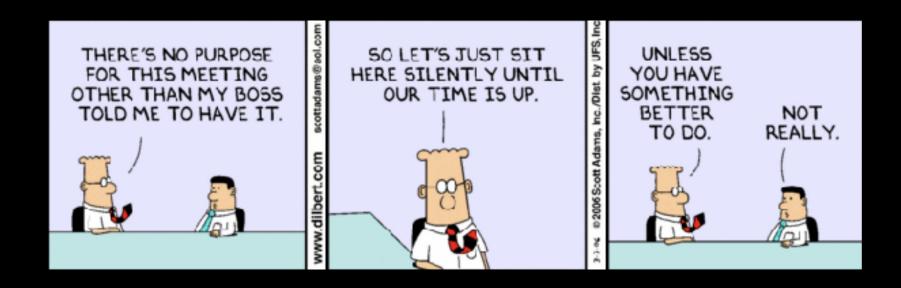


# Planning is key!

- ✓ Desired outcomes
- ✓ Promotion of participation and interaction
- ✓ Consideration of group dynamics
- ✓ Results in a significant return on investment for all!

## Designing Effective Meetings

- Clearly define your meeting purpose and expected outcomes
- Make sure agenda reflects members needs by seeking input
- Topics should affect the entire group and needs the whole group to solve them



## Designing Effective Meetings (cont'd)

- List agenda topics as questions that members need to answer
- Define the type of meeting or purpose of the topic
  - To share information
  - To seek input for a decision
  - To make a decision
  - To brainstorm
  - To data gather
- Ensure realistic time for each topic
- Invite those who really need to be there



### Designing Effective Meetings (cont'd)

- Identify a process for each agenda item and include in agenda
- Tell members how to prepare for the meeting
- Assign a lead for each agenda topic
- Assign meeting roles to make your meeting run smoother (leader, facilitator, recorder, action tracker, timekeeper, participant, tech specialist)
- Think about design elements (tone, energy, information)
- Implement continuous improvement

## Validating your Design

- ✓ Are we getting to the outcomes as quickly as possible?
- ✓ What will it feel like?
- ✓ Do I have a balance of energy?
- ✓ Is it confusing or clear?
- ✓ Am I over-committing the time?
- ✓ Can I reframe the agenda topic as a question?



# **Practice Tool**

Topic	Who	Desired Outcomes	Start Time	End Time	Preparation Notes

## Building the Agenda

#### Opening

- Set the course
  - Include both the larger strategic context and the session objectives and outcomes
  - Review meeting logic, expectation setting, house keeping, executive kick off
- Initial exercises
  - Introductions
  - Ground rules
  - Connection conversations (i.e., ice breakers)
  - Get their voice in the room as quickly as possible and get yours out
- Expand information or define the problem

#### Narrowing

- Major "conversations' (big group, little groups, transitions, energy maintenance)
- Identifying solutions
- Making decisions/ recommendations

#### Closing

- Issue resolution, review, reflection
- Take action/make commitments
- Check-out
- Evaluations



## **Engaging in Active Discussions**

- Having good questions
  - Types of questions
  - Useful questioning
  - Targeted questions
- Managing the conversation
- Working with the group dynamics
- Applying facilitation techniques



Highlights of Facilitation Techniques

- Brainstorming
- Consensus
- Live Polling
- Action Planning
- Meta-Planning
- Backcasting Exercise
- Charrette
- Breakout Groups
- World Café
- Round-robin Brainstorming
- Voting









### "Managing" the conversation

- 1. Identify where you are in the agenda
- 2. Describe the objective of the conversation
- 3. Get agreement that the conversation is worthwhile
- 4. Describe the process by which that objective will be achieved
  - If there are more than two things you want the group to do, provide directions
- 5. Set the time frame and assign roles
- 6. Ask the group if what you are asking is clear
  - Don't assume nodding heads equals understanding

## "Managing" the conversation (cont'd)

### 7. Facilitate the discussion and apply appropriate techniques

- Broaden ideas, clarify, close
- Writing participant comments on a whiteboard
- Asking follow-up questions
- Paraphrasing comments
- Initiating questions
- Asking for clarification/elaboration
- Encouraging others to react or add ideas



### **Driving Towards Action**

- 1. Set expectations prior to meeting
- 2. Send out background materials prior to the meeting and tell them why it's important to review
- 3. If a decision is being made, provide viable options.
  - Yes/no with discussion and amendments
  - Multiple choice
  - Narrowing down a larger list, applying a technique to vote or rank options
  - Consensus Continuum or "Fist to Five "













#### Stop

"I do not agree and feel the need to stand in the way of this decision"

#### Hold

"I believe more work is needed before we make a decision"

#### Stand Aside

"I trust the group and will not block this decision but need to register my disagreement"

#### Agreement with Reservations

"I can live with it"

#### **Endorsement**

"I like it'

#### Which best describes your level of agreement?



No way!



Hold on, we need to talk about this.



I have reservations, but I could be convinced.



I guess I'm okay with it.



Sounds good.



Love it!

### Driving Towards Action (cont'd)

### 4. Evaluate each option

- Hear strong opinions
- Identify all reasons to select an option
- Voice reasons to oppose it
- Use techniques to hear from everyone (i.e., round robin)

### 5. Make the **decision**

- Use an agreed upon methodology to decide (i.e. consensus continuum, majority rules)
- **6.** Wrap it up restate decision, identify next steps, allocate necessary resources, celebrate and move on!

## Other Facilitation Tips

- Know Your Role
- Building Momentum and Energy
- Utilizing a Parking Lot
- Keeping Meetings Positive and Fun
- Engaging Participants and Drawing Persons into the Conversation
- Off Topic Discussions or Tangential Discussions
- Finishing on a High
- Managing good video meetings



# Questions & Feedback

