



**MANAGER BRIEF**

# How to Run a Great Meeting

**START HERE**

## 5 HumanityWorks Skills

**AS YOU WORK THROUGH EACH BRIEF, THESE FIVE SKILLS ARE FOUNDATIONAL TO BEING A GOOD HUMAN AND MAINTAINING HEALTHY RELATIONSHIPS.**

**LISTENING**

Listening is an essential skill to generate the depth of caring connection people need to feel physically and psychologically safe with one another. There are different levels of listening and each one gives you different information. When practiced they become a building block of trust.

**PERSPECTIVE**

Your perspective is a particular outlook or point of view you have about something. Just like a photographer chooses a lens to capture reality in different ways, we each have filters through which we see the world. This filter can get in the way of working well with other people. It's important to learn more about this and how to shift it.

**ACKNOWLEDGEMENT**

A genuine acknowledgement helps others feel seen for who they are being and the positive impact they create. This nuanced skill helps to create meaningful relationships when done well.

**SHARED AGREEMENTS**

Shared agreements clarify working relationships with each person taking responsibility for their contribution to the relationship and to collectively agreed-upon outcomes. So often people don't take the time to create them, and this can cause roadblocks to working well together.

**CURIOSITY/POWERFUL QUESTIONS**

Curiosity expands information, connection, participation. It deepens what you know and can challenge what you think you knew. This simple skill creates the antidote to judgement.

**★ LEARN MORE ABOUT THIS BRIEF AND GROWING YOUR HUMANITY WORKS SKILLS:** Check out [HumanityWorks.com](https://HumanityWorks.com), email [info@humanityworks.com](mailto:info@humanityworks.com) or read the book, [Humanity Works Better](#).



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# How to Run a Great Meeting

### THE PURPOSE RUNNING A GREAT MEETING

A great meeting amplifies productivity. It creates value to equal the investment of time and energy of the people involved.

### THE BASICS

- **Be clear** about the purpose of the meeting and share it. e.g. Are you meeting to brainstorm, to collaborate, to share information, to make decisions?
- **Is a meeting necessary?** Is meeting the best way to achieve the desired outcome? Or can it be achieved by sending an email, a quick note or added to a future meeting.
- **Invite only the necessary attendees** to achieve the desired outcome, the key stakeholders. Make sure they (and you) know why they are in attendance.

### THE STRUCTURE

- **Get Everyone on the Same Page.** Start with stating the purpose of the meeting and the outcome you are looking for. The agenda and process flow should support achieving your desired outcome.
- **Stay on Task.** Assign someone to keep the meeting moving along and someone to take notes on decisions and action steps.
- **Share the Air.** Each participant is there for a reason. Make sure one person (including you!) does not do all the talking. The best outcomes involve diverse perspectives and input.
- **Dare Not to Know.** Invite bold questions such as “what are we missing?” or “where do we need to challenge our assumptions?” or “what other ideas are out there?”
- **Call to Action.** End with clear action items and next steps, including communication beyond the participant group.

### HUMANITYWORKS PRO TIPS

- **Depending on the purpose of the meeting, assign participants roles**, e.g. cheerleader, doubter, instigator. This makes it safe for varying perspectives to be voices without participants feeling self-conscious or holding back.
- **Create space for different participation styles.** Introverts need time to think and consider before contributing. Extroverts will say the first thing that comes to mind..

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