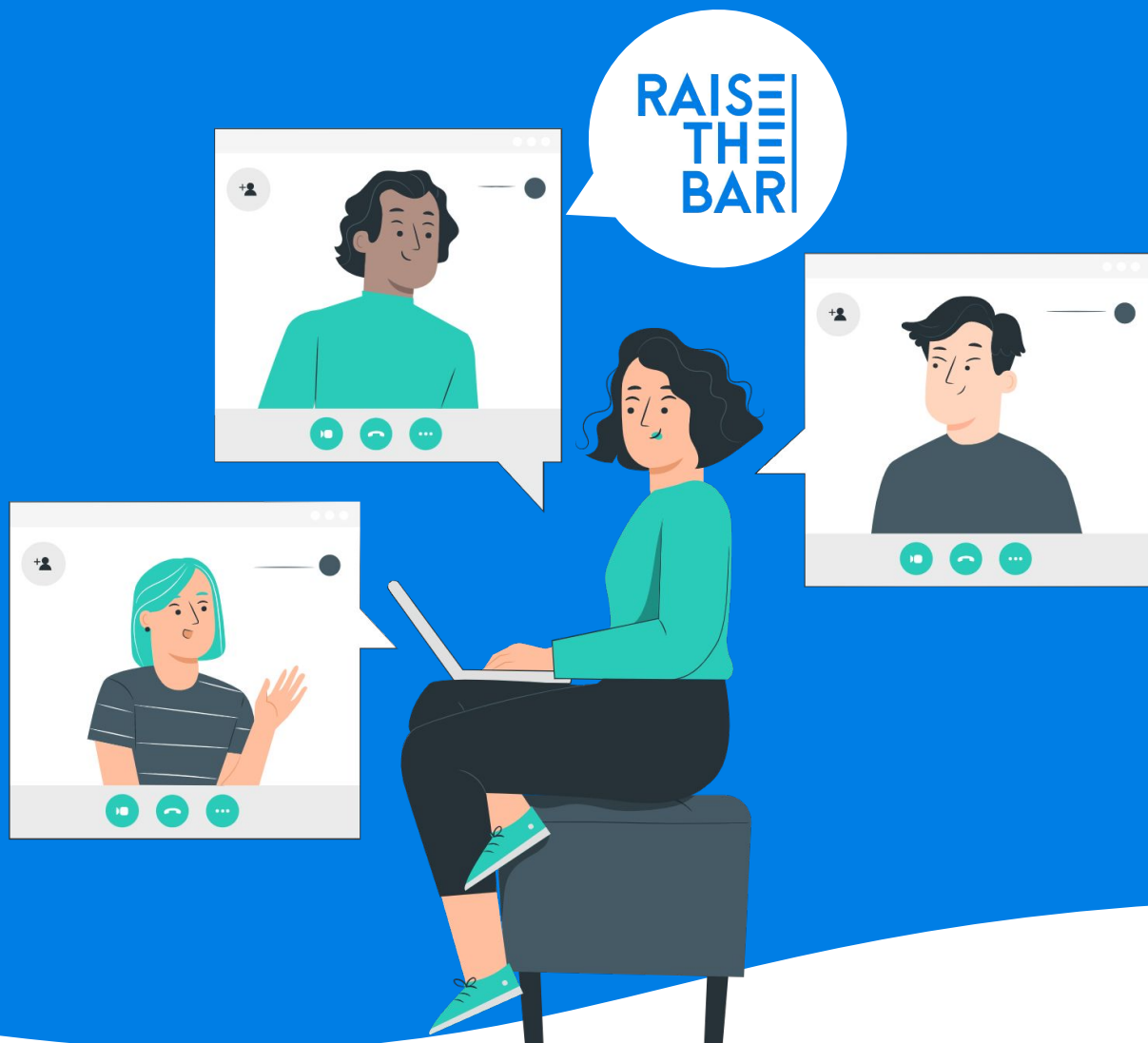


# High Performance Meetings

By Aaron Levy





# Why do most meetings suck?



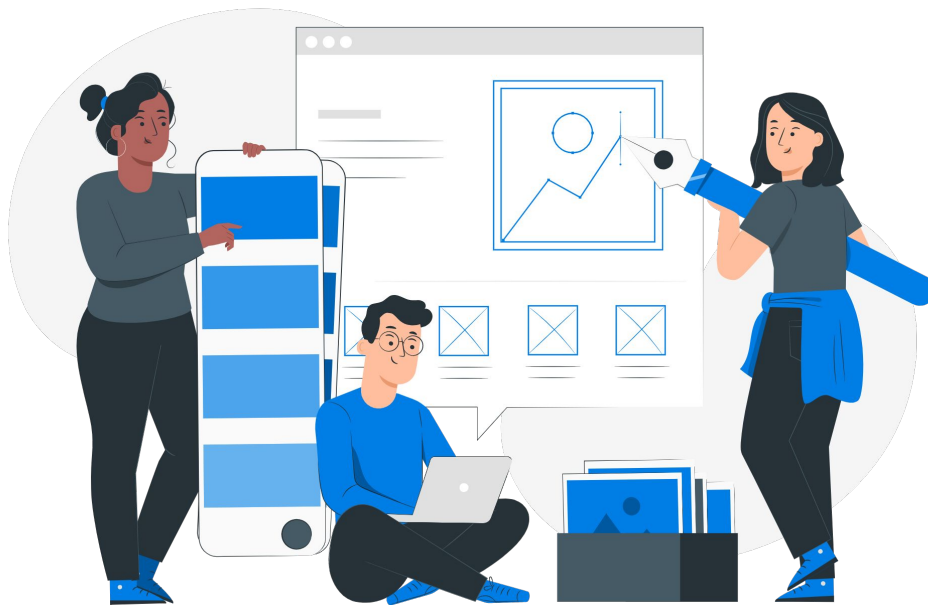
Time is one of the most valuable resources we have. When you spend it in meetings that seem to wander aimlessly, with no identified purpose or outcome, eventually people will tune out.

Most meetings suck because we **SET** them instead of **DESIGNING** them.

It's time to be intentional about designing your meetings.

As the leader, you have the opportunity and responsibility to create more effective meetings by designing them.

# **You** have the opportunity to **DESIGN** more effective meetings



## **Great meetings have:**

### **Clarity**

On the goal of the meeting.

### **Context**

So attendees know why they're a part of it.

### **Safety**

So attendees know how they're supposed to show up.



# High Performance Meeting Checklist



The above elements are essential to having a productive meeting. If you own the meeting, the aim is to provide these elements.

If you're an attendee, the aim is to get these elements by asking.



# High Performance Meeting Checklist



## Defined meeting type?

What type of meeting is it?

- Brainstorming?
- Problem Solving?
- Check-in?
- Planning?



## Specific purpose?



## Desired outcomes?



## Clear roles?



## Aligned agreements?



# Meeting Types:

## The 1-on-1 Meeting



### **Share relevant updates:**

What's on your mind? What important updates do you have?



### **Work on challenges**

How can I help you do your best this week?



### **Set action items**

What actions are you taking from today?



### **Bonus Question**

What can I do to be a better partner for you?

# Meeting Types: Performance Review



## **Ask & Listen**

What worked? What didn't?  
What are you learning?



## **Share your feedback**

Get specific. What actions did she do well?  
What are some areas for growth?



## **Align to the feedback**



## **Draft new goals**



# Meeting Types:

## The Stay Interview



**Outside of normal 1-on-1**



**Start by asking**

What **skills** are you looking to develop?



**Shut up and listen!**



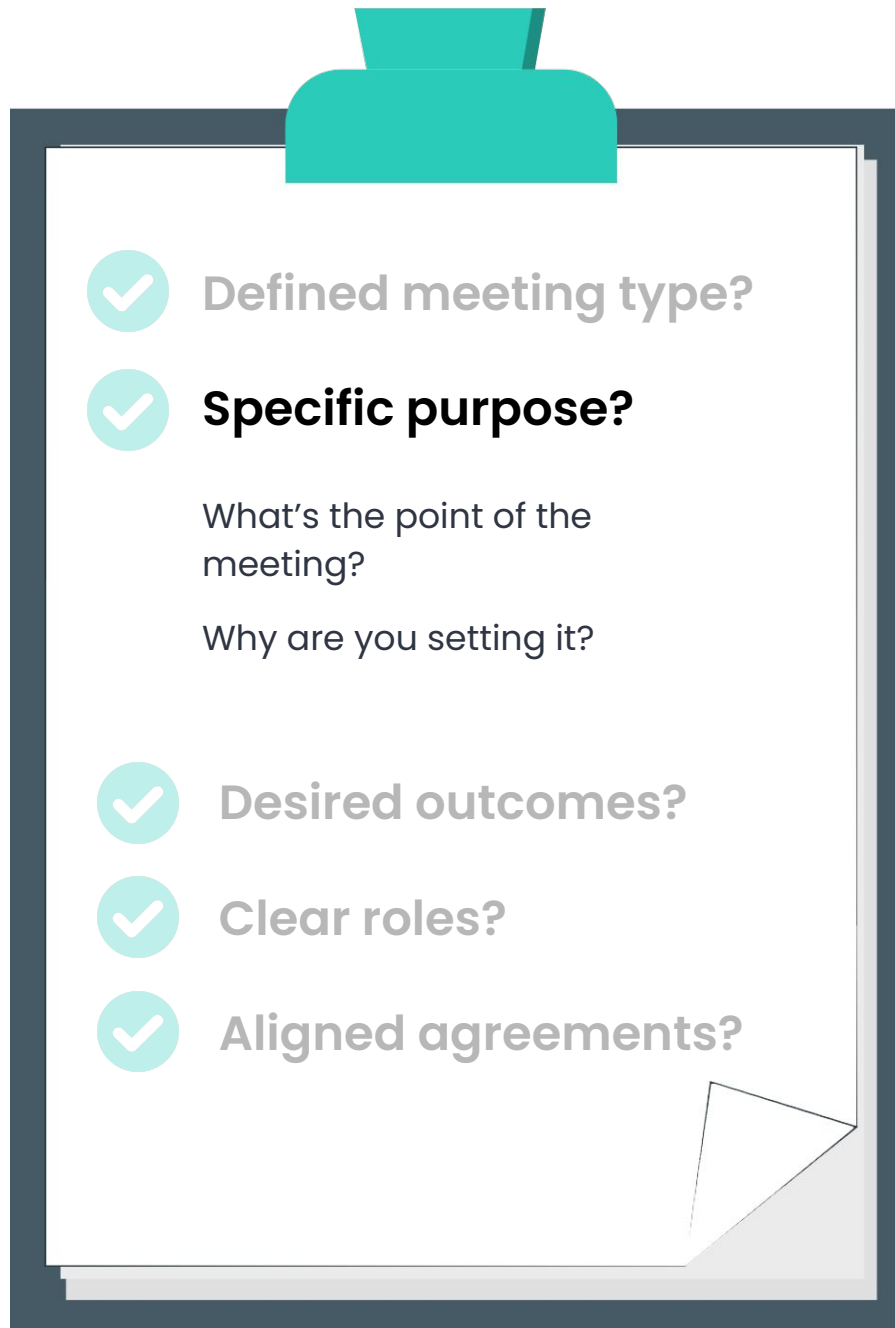
**Finish by asking**

How can I support you?





# High Performance Meeting Checklist



- ✓ Defined meeting type?
- ✓ **Specific purpose?**  
  
What's the point of the meeting?  
  
Why are you setting it?
- ✓ Desired outcomes?
- ✓ Clear roles?
- ✓ Aligned agreements?



# High Performance Meeting Checklist

- ✓ Defined meeting type?
- ✓ Specific purpose?
- ✓ **Desired outcomes?**  
What are the 1, 2 or 3 things  
your hoping to accomplish in  
this meeting?  
  
I want to walk away with...
- ✓ Clear roles?
- ✓ Aligned agreements?



# High Performance Meeting Checklist



Defined meeting type?



Specific purpose?



Desired outcomes?



**Clear roles?**

Why is each person included in this meeting?

What role does each person play?

Do they know their role?



Aligned agreements?



# High Performance Meeting Checklist

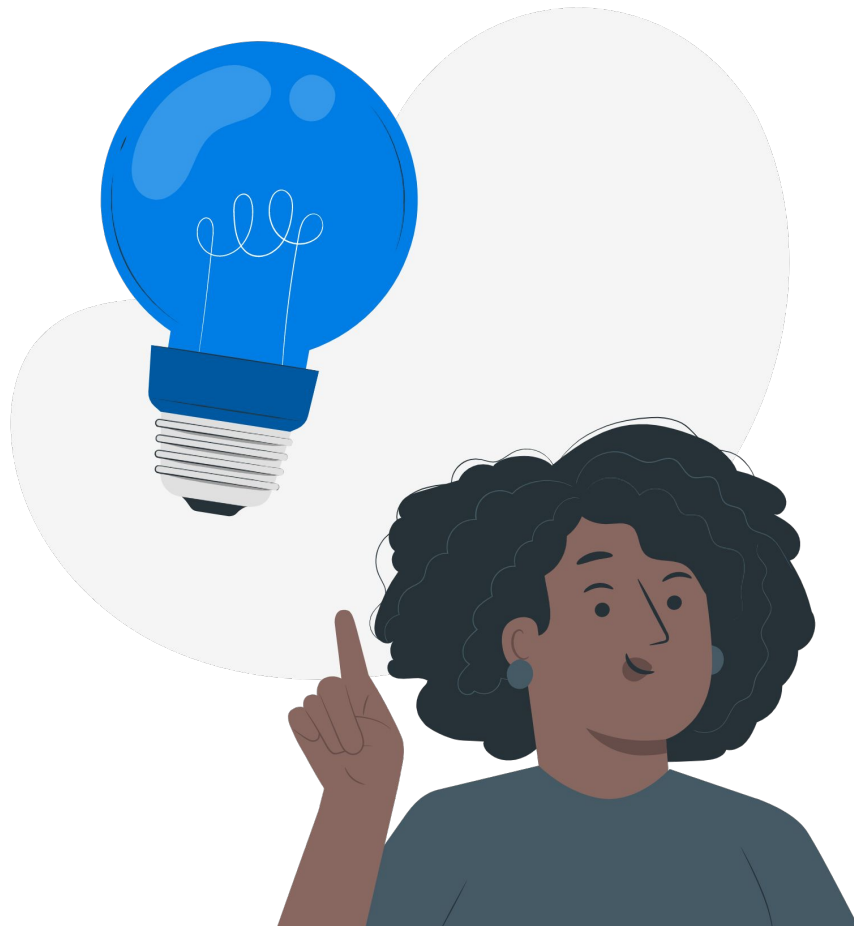
- ✓ Defined meeting type?
- ✓ Specific purpose?
- ✓ Desired outcomes?
- ✓ Clear roles?
- ✓ **Aligned agreements?**

How are you & your attendees agreeing to engage?

What are the expectations for participation / engagement?

It may only take 2-3 min

Aligning on this upfront will make it easier for people to show up well.



# Here's a Challenge

If a meeting on your calendar does not have at least 2 elements, **CANCEL** it.



## **The way we structure our meetings matters**

Meetings can be a great way to productively align and move to action. Without clarity, context, and safety they can be a huge waste of time and energy.

It's up to you to set the standard.

**We do not rise to the  
level of our goals.  
We fall to the level of  
our systems.**

*James Clear*

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