



## Step 06. Meeting As a Team

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Just like 1:1s, check-ins and thinking time, it's easy to push team meetings and group conversations down the list in favour of more urgent operational activity each week...but again, team meetings are important - they can act as reset moments and a place where you can communicate important messages to everyone at the same time and also have decent conversations together on the issues, challenges and opportunities of the day.

Make sure team meetings are a regular feature of your working rhythm each month and make them a conversation not a broadcast. Give time and space for people to chat together, rather than using them only to communicate on a one-way basis.

### Questions

- Think about team meetings that you've enjoyed or felt engaged in. How did they work, how were they run and what was the vibe and tone? Try and follow that approach in your own meetings - it'll probably work for the people in your team too!

### Actions

- Plan regular time for team conversations and make sure you leave enough space for a conversation
- Prepare beforehand - think about what you need to talk about & how long to leave for each subject area
- Create the right atmosphere - be upbeat and hi-energy and act as though you want to be there - your team will really notice!
- Start some meetings with a few minutes checking in to find out how people are and what's going on for them - don't be too quick to dive into business
- Ask people what they want / need to chat through alongside your planned subjects / agenda - make it a 'team' meeting rather than just your meeting
- Get other people involved in leading some of the discussions or conversation - it'll help everyone feel more involved
- Make team meetings a regular part of the way things run each week/month in your team. This will help people get used to them and feel increasingly relaxed when you meet regularly as a larger group