

InPower Meeting Management

3 Lesson Online Program

Leaders who complete this program will develop meeting agendas more intentionally, conduct more focused meetings that leverage people's time and energy more productively in any organizational culture.

Recommended Viewing from Leadership Library Personal Mastery & Personal Branding: CORE PRACTICES 2, 5, 13, 15, 16

Recommended Reading: *The PRIMES: How Any Group Can Solve Any Problem* by Chris McGoff

WELCOME!

- _ Orientation Video & Reading

LESSON 1: Successful Meeting Criteria & Meeting Intentions

- _ Video for setting meeting intentions
- _ Homework: Worksheet 1
- _ Optional PRIMES readings: Court-Locker Room, Open-Close-Decide, Process-Content

LESSON 2: Meeting Planning Framework

- _ Video for InPower Meeting Template & Scoring Exercise
- _ Homework Worksheet 2
- _ Optional PRIMES readings: A Clearing, Perimeter

LESSON 3: Troubleshooting Common Meeting Derailments

- _ Video for Common Meeting Challenges (and what to do about them)
- _ Homework: Worksheet 3
- _ Optional PRIMES readings:
 - Perspective Primes: Right vs Right, Facts, Stories & Beliefs, Levels of Perspective, Big Hat/Little Hat, Same/Different, Blind Man & the Elephant, S-Curves
 - Leadership Primes: Integrity, Shape-Shifting, Lead, Commitment vs. Attachment, Be, Confusion, Perimeter, A Clearing
 - Culture Primes: Culture, Consensus, Request, Issues Forward, Laggards, Gossip, Victim-Leader

Suggested Weekly Format

MONDAY

- Review video and online, Worksheet for practical application
- Decide on 2-3 meetings to apply this work to in the week ahead

WEEKDAYS

- Use the worksheet in preparing for, participating and deconstructing meetings you attend and run

FRIDAY

- Use the worksheet and your notes to reflect on what you learned
- Determine if there are any key concepts of InPower skills you want to work on personally to fully integrate the concepts
- Determine if you are ready to go onto the next lesson or continue the current focus in the week ahead