

Be the  
**Meeting Hero**  
Your Organization Needs

Presented by Tom LaForce

[LaForceTeamwork.com](http://LaForceTeamwork.com)



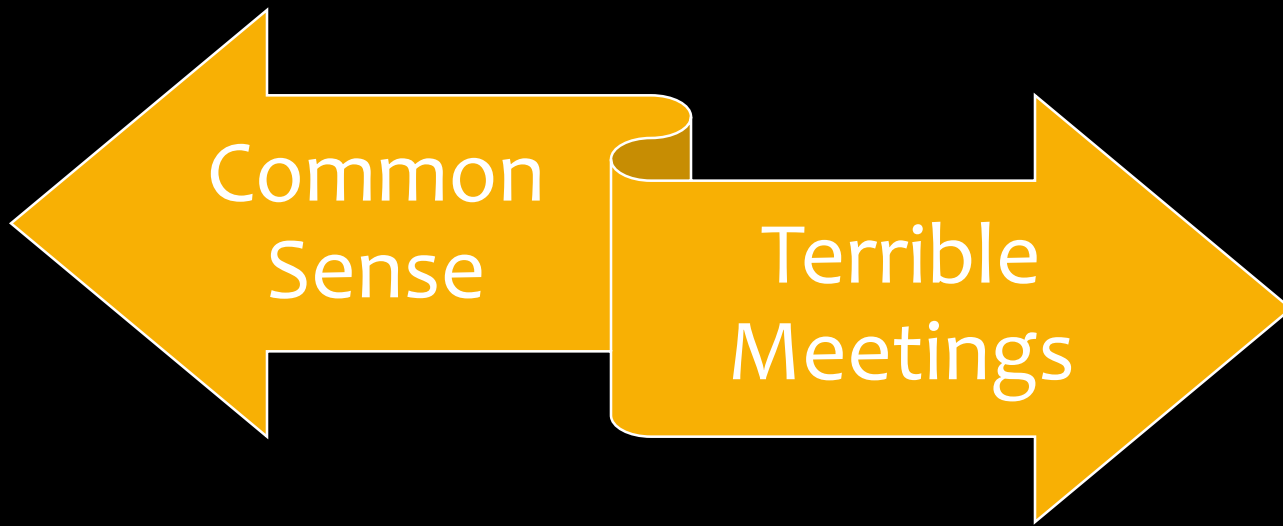
1. Minnesotan,  
*You Betcha*
2. 25+ years  
facilitating
3. Wrote  
*Meeting Hero*
4. Love learning
5. Grow veggies



What phrase  
describes your  
typical meeting  
experience?



# A Head-Scratcher...



What gives?

# Three Missing Elements

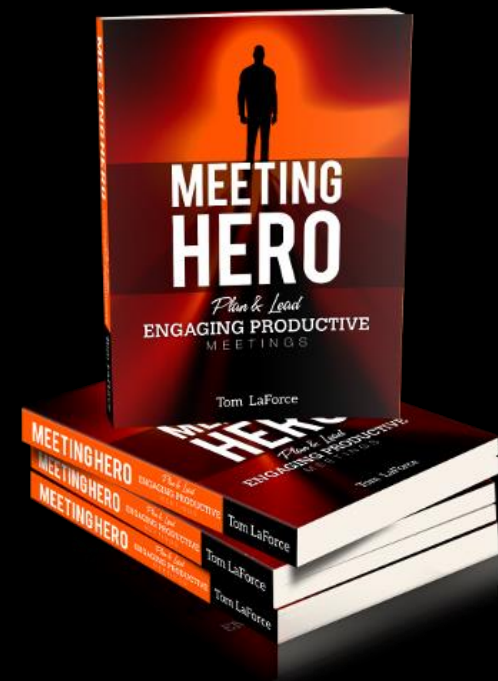
Experience

Discipline

Courage

# Phase 1: Model These 5 Practices

1. Have a purpose
2. Have a plan
3. Manage the discussion
4. Keep it moving
5. Show the accomplishments



300,000

# What's Your Valuable Purpose?

- Ideas
- Plans
- Decisions
- Alignment
- Understanding
- Motivation





The purpose of this meeting is to  
[Goal].

Upon successful completion, we will  
have produced:

Output #1 | Output #2 | Output #3

# The Agenda

1. Establish purpose/goals
2. Review agenda
3. Warm up participants
4. Do the main business
5. Review what you did
6. Identify next steps
7. Evaluate the process



Beginning

Middle

End

# What's the Plan?

- Outputs
- Magic
- Inputs
- Constraints
- When
- Length
- Where
- Who
- Space set up
- Supplies
- Contingencies
- Engagement

**Hope Isn't  
a Plan**



# Manage Conversations

Pay attention

Summarize

Invite

Clarify

Probe

Refocus

Reframe

# Quiet the Loud Ones

- ✓ More process
- ✓ Body language
- ✓ Redirect





## Draw Out the Quiet Ones

- ✓ Invite
- ✓ Structure
- ✓ One-on-one



**Keep It Moving  
Toward the Goals**



# You Feel It You Deal with It

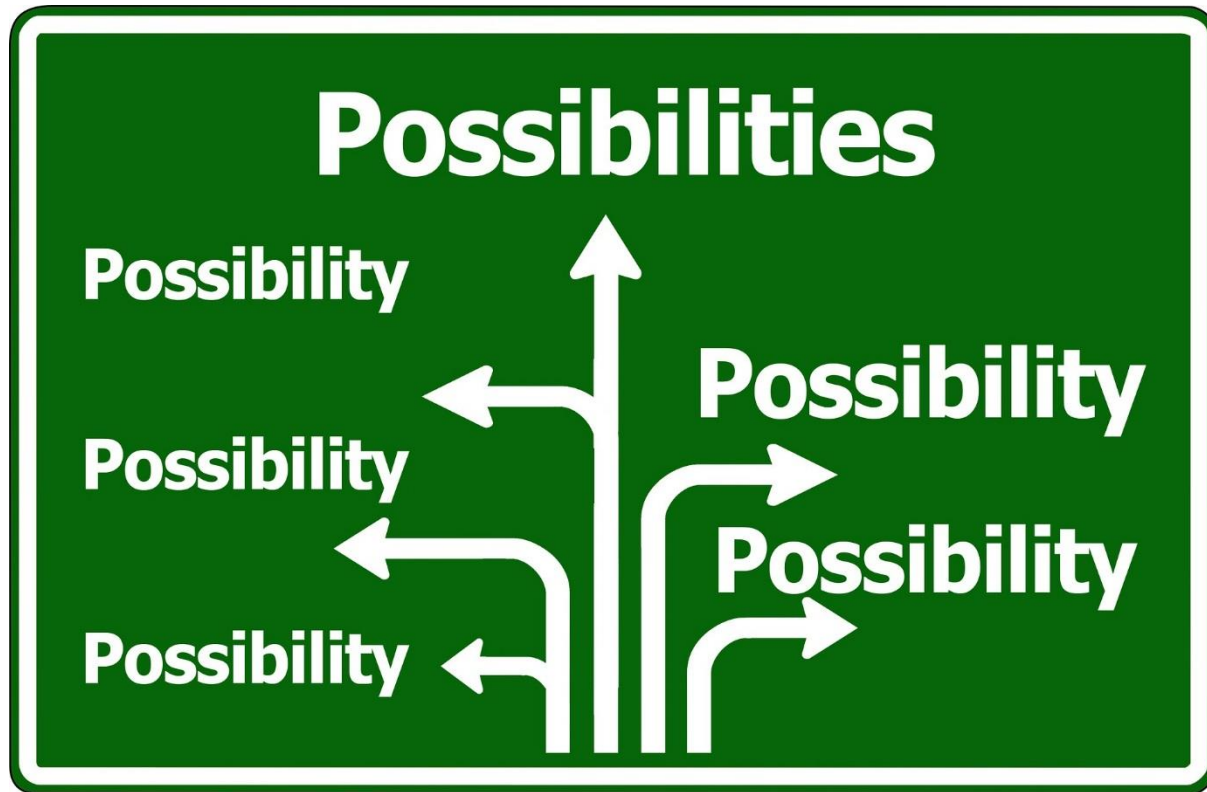
Catch and Redirect  
Tangents



Summarize and Pivot to  
What's Next

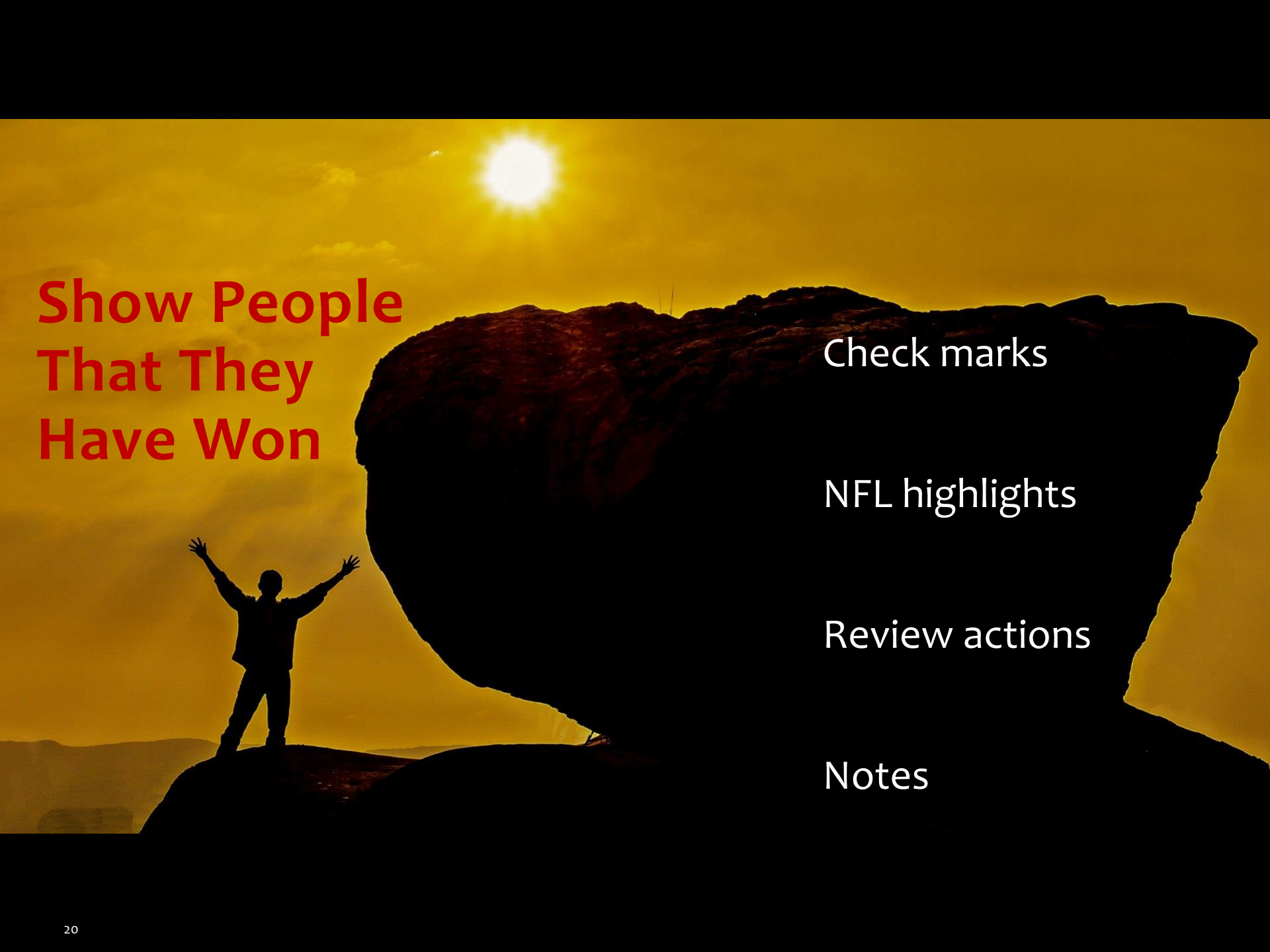


# Call the Question



Make Time  
Visible





**Show People  
That They  
Have Won**

Check marks

NFL highlights

Review actions

Notes

A person wearing a grey blazer is sitting at a desk. In front of them is a white notebook with a yellow pencil resting on it. To the right, there is a small potted plant with green leaves. The background is a light-colored wall with a decorative plant hanging from the top right.


## Phase 2: Lead the Charge

1. Common Ground Rules
2. Meeting Leader Guidelines
3. Facilitator Training

# Common Ground Rules

- Useful
- Clear
- Behavioral
- Enforceable



 **The Meeting Hero Code of Conduct**  
8 Actions to Be an Effective Meeting Participant

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**1. Prepare**

Learn the meeting's purpose and why you've been invited. Do the assigned prework. Figure out what you will contribute, and how you will succeed in your efforts.

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**2. Listen**

Tune out external distractions and focus on what's happening in the meeting. Work hard to understand the information, intention, and emotion that others share.

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**3. Speak**

Contribute your ideas, opinions, and information to the conversation. Stay on topic. Be clear, concise and respectful. Share time with others who also want to speak.

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**4. Ask**

Engage your curiosity. Seek clarity. Test assumptions. Uncover intentions and rationale. Probe for more information. Request data to support decisions. Ask your questions.

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**5. Risk**

Make your intentions visible. Call out unproductive meeting behaviors. Bring up the elephant in the room. Push the group to do its best work.

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**6. Solve**

Focus on what needs to be achieved. Stay flexible about how to achieve it. Explore interests. Seek common ground. Invite other opinions. Participate in the decision.

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**7. Help**

Follow the leader's direction. Make process suggestions when you know a better way. Be friendly to everyone. Take on supporting roles. Model this code.

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**8. Commit**

Support the group's choice, even if it wasn't your preferred option. Step up and accept an action item. Do high quality work and deliver on time.

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<http://themeetinghero.com>

<http://laforceteamwork.com/code-of-conduct>

# Leader Guidelines

- No meeting without a compelling purpose
- No meeting without a detailed plan
- No longer than absolutely necessary
- No more people than absolutely necessary
- Start on quarter or half hour
- End 10 minutes prior to the hour
- Evaluate all meetings



# **Train Your Facilitators**



# I'm Happy to Help

- Group Training
- One-on-One Coaching
- Facilitation
- DIY Support
- Culture Consulting

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