

HOWDY!

Managers' Minutes October 5, 2023

Division of Human Resources and Organizational Effectiveness

AGENDA

“Meaningful Minutes: Leading Effective 1:1s and Team Meetings”

Damon Slaydon

Management Strategy: Leading Effective 1:1s and Team Meetings

Nicola Franklin, Director of Talent Acquisition, HROE

Meeting Stretch Breaks

Kourtney Bassett

ChallengeWorks @ TAMU

Amanda Laurel, Program Coordinator for ChallengeWorks

Leadership Thoughts

Giveaway

Karen Hentschel

October Deep Dive Announcement

Karen Hentschel

Closing/Q&A

Karen Hentschel



Meaningful Minutes: Leading Effective 1:1s and Team Meetings



Benefits of 1:1 Meetings



Improve Performance

- Stay on top of employee productivity
- Ensure goals will be met

Drive Development

- Discuss employee's career aspirations and professional development opportunities

Build Trust

- Increases employee loyalty and engagement

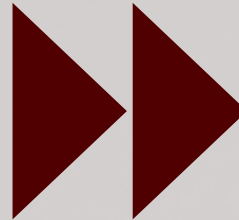
Increase Team Agility

- Identify challenges
- Pivot if goals become outdated

Avoid Pitfalls



Skipping meetings



Rushing through feedback



Not enough listening

1:1 Best Practices

Make them
people-
focused, not
task-focused

Make them
employee-
driven, not
manager-
driven

Create high
accountability,
not low
accountability

6 Steps for Effective 1:1s

Rating report – are they engaged or distracted?

- “On a scale of 1-10, how are you feeling professionally?”
- “On a scale of 1-10, how are you feeling personally?”

Meaningful accomplishments – highlight a win

- “Since the last time we met, what has been your most meaningful accomplishment?”

Biggest roadblock – bring challenges to your attention

- “What is your biggest roadblock right now?”

Commitment check – track/monitor; identify performance issues

- “Please report on your commitments from our last meeting.”

Focus work – brainstorm/collaborate on next steps

- “What priority, project, or problem would you like to focus on today?”

Commitment list – items to complete on or before next 1:1

- “Here are the agreed upon commitments from today...”

6 Principles of Successful Meetings

Purpose

- Establish a clearly defined end result for every meeting

Time

- How long should the meeting be?

Agenda

- A step-by-step outline of the meeting for attendees to follow

Preparation

- Facilitator and participants should come ready to contribute

Focus

- Stay true to the stated purpose of the meeting

Leadership

- Who is facilitating the meeting?

“Improving meetings is not just an opportunity to enhance the performance of our companies. It is also a way to positively impact the lives of our people.”

- Patrick Lencioni – *Death by Meeting*



Frequency and Style of Meetings

Daily

(huddle/check-in)

Keep brief

Meant for quick updates

Weekly

More formal

Promote collaboration

Monthly/Yearly
(retreat/training day)

Focus on big picture strategy

Develop employees & company culture

“To make our meetings more effective, we need to have multiple types of meetings, and clearly distinguish between the various purposes, formats, and timing of those meetings.”

- Patrick Lencioni – Death by Meeting



Webinar: How to Unfrustrate Your Meetings

Live

AT THE WHITEBOARD

WITH PATRICK LENCIONI
(ON HOW TO UNFRUSTRATE YOUR MEETINGS)

November 8th at 11:00AM Pacific Time
A Free, Virtual Event

[REGISTER TODAY](#)



“Give me a break!”

Any meeting that is over 50 minutes long should have a movement break



Benefits of Meeting Breaks

Reduce stress

Increase engagement

Prevent burnout

Allow time for reflection

Boost productivity

Encourage motivation

Improve attention span

Recharge



ChallengeWorks Mission

to provide **quality action-based experiences** through which **individuals** and **groups** can make **personal discoveries** and **acquire skills** for **increased interpersonal effectiveness**.



ChallengeWorks



WHO?

- Anyone & everyone (students, faculty/staff, corporate)



WHAT?

- Team-building programs (small/large groups; indoors/outdoors)



WHERE?

- At the ropes/challenge course
- On-the-go (indoors or alternative outdoor location)



WHEN?

- Open 7 days a week
- Reservations are required



WHY?

- Build new awareness, achieve excellence, and build stronger relationships

How can ChallengeWorks help your team?

Each program features:

Action-based learning

Dynamic interactions

Group-specific & appropriate activity sequences

An atmosphere of mutual respect & freedom of individual choice

Facilitated periods of shared reflections & insights

Fun & novelty

Participants are encouraged to:

Examine interpersonal dynamics of the team

Explore their reactions & behaviors

Identify productive & unproductive responses

Discuss connections to real-world experiences

Implement new responses to improve personal & group effectiveness

Set personal & group goals for future performance



Cost Structure & Customization

No Deposit required;
accept IDT, credit card,
checks, & POs

Reservations required

Minimum group size of 8;
No maximum group size

We will break the group
up into groups of about
12 or so.

The price is per group of
up to 12. If the number of
participants falls outside
of 12, then we will charge
the individual fee.

Customize your program
by adding lunch.

- HoneyBaked Ham Lunch Box – \$8.00 per box
- Sandwich (ham, turkey, veggie)
- Chips, cookies, and a drink



Thoughts on President Welsh's Address



Giveaway



October 26th Deep Dive Change Management: Navigating the Stress Cycle



Registration link coming soon!



RESOURCES

[LinkedIn Learning Video: Frequency and Style of Meetings](#)

[LinkedIn Learning Video: 6 Principles of Successful Meeting](#)

[Article: The Importance of 1-on-1 Meetings](#)

[Webinar Registration: Patrick Lencioni Webinar: How to Unfrustrate Your Meetings](#)

[Physical Activity Breaks for the Workplace Resource Guide](#)

[ChallengeWorks](#)



Get Involved



Opt-in to receive updates and communications:
[Managers' Minutes Email Distribution List](#)



Next Managers' Minutes:
October 19, 2023 – 8:30-9:30
[Register Here](#)



Share your input for future Managers' Minutes meetings:
[Managers' Minutes Feedback](#)

Additional Questions?

ChallengeWorks

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Living Well

Website

Contact Us



Division of Human Resources
& Organizational Effectiveness