

How to Change Meetings from Transactional to Transformational

UCSF School of Medicine Culture of Leadership Initiative Meeting Optimization Program

Agenda

Outcomes: By attending this program, I will have the tools to:

1. Transform a meeting into a highly productive use of people's time
2. Use meetings as transformational events that will:
 - Cement and enhance relationships
 - Create new solutions to complex problems
 - Create a shared commitment to getting work done
3. Create an interactive meeting environment where all voices can be heard

Objectives:

- Describe appropriate reasons for setting up a meeting
- State key steps to effectively prepare for a meeting
- Describe components of effectively running a meeting
- State key steps to effectively close and follow-up from a meeting

Recommended Reading:

1. *What's the Secret to Running Effective Meetings?* (12 min Institute for Healthcare Improvement)
<http://www.ihl.org/education/IHIOpenSchool/resources/Pages/Activities/PozenMeetings.aspx>
2. *Leadership Lesson: Tools for Effective Team Meetings – How I Learned to Stop Worrying and Love My team* (AAMC)
https://www.aamc.org/members/gfa/faculty_vitae/148582/team_meetings.html
3. *Sample Inclusion Ground Rules*



Time	Topic/Activity	Who/What	Outcome
0-2 min (2 min)	Introduction to MOP and workshop objectives	Anda	Set context.
2-9 min (7 min)	What is the worst meeting you've attended in the last two weeks and why?	Anda Beth scribe	Participant engagement
9-15min (6 min)	What makes a good meeting? What are strategies to address bad meeting practices?	Anda Beth scribe	Participant engagement/Learning
15-60 min (45 min)	Assigned role play	Beth	Participant engagement/learning and application
60-70 min (10 min)	Discuss specific strategies to try for the next meeting you attend or lead	Anda	Commitment
70-75 min (5 min)	FEEDBACK	Anda	

