**Harnessing Who’s in the Room: Facilitating Productive Meetings**

**UCSF School of Medicine**

**Culture of Leadership Initiative**

**Meeting Optimization Program**

**Agenda**

Outcomes: By attending the MOP 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 (particularly addressed by the MOP facilitation workshop)**

Objectives:

* Describe approaches to facilitating participation during a meeting including managing common behavior challenges
* Describe strategies to keep a meeting on track to achieve meeting goals

Recommended Reading: (available along with other meeting resources on our MOP website at https://medschool.ucsf.edu/meeting-optimization-program)

1. Brief facilitation tip sheet from the CDC
2. HBR article “Stealth Meeting Facilitation from the Rank and File.” <https://hbr.org/2010/01/stealth-meeting-facilitation>
3. Meeting Facilitation-Strategies and Phrasing

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| **Time** | **Topic/Activity** | **Resource** | **Outcome** |
| 0-3 min  (3min) | Introduction to MOP and workshop objectives | Agenda | Set context |
| 3-13 min  (10 min) | Individual brainstorm:  What are common challenging/non-productive behaviors you have experienced in meetings? | Tip Sheet | Participant engagement/Learning |
| 13-20 min  (7 min) | Group discussion: What strategies have you seen to successfully address these behaviors?  What could you say as a facilitator to address the behavior? | Tip Sheet | Participant engagement/Learning |
| 20-25 min  (5 min) | The 4 Ps to keep a meeting on track | Tip Sheet | Learning |
| 25-70 min  (45 min) | Assigned role play and debrief | Case and Role play | Participant engagement/learning and application |
| 70-80 min  (10 min) | Commit to specific strategies to try for the next meeting you attend or lead | Individual work and group share | Commitment |
| 80-90  (10 min) | Summary and Feedback |  | Eval handout |