

Higher Performing Teams

Making the whole more than the sum of the parts

Improve your Team Meetings

A productive team meets and is

1. Disciplined
2. Has active participation by all present
3. Has an agenda and a purpose
4. Stays on track to the end
5. Clearly documented for all to see now and before next meeting
6. Sticks to time
7. Less than an hour
8. Attracts participants as they trust its value to them and patients
9. Reviews how well it did at the end



Make sure these roles and responsibilities are taken seriously and rotated between members

- **Leader**



- Prepares the agenda and moves the group through with help from timekeeper

- **Timekeeper**



- Keeps group to time and prompts /works to ensure agenda covered

- **Recorder**



- Keeps notes/ puts things up on white board/ checks all is included that needs to be/has a parking lot for extras for next time

- **Facilitator**



- Makes sure everyone is able to contribute, brings high energy individuals back to the need for inclusivity.
- Reminds group the purpose of the meeting



Area of work	Have we got the right people involved to progress this	Where are we now and where do we want to be in 3 months – what is our data telling us ?	What do we do what tasks/ tests can we complete within the next week,	What is our 30/60/90 day plan	What problems can we anticipate and how might we deal with them/ prevent them

The Rhythm of Improvement- a meeting is over when all the planned work is done- finish early!

1. Standard meeting time
2. Honour the time
3. Be prepared
4. Phones off
5. No interruptions
6. Stick to agenda and issues]no side conversations
7. If you oppose you must propose
8. Everyone participates
9. Come with an open mind
10. Respect everyone's ideas



Team meeting planner / for each project/ focus area

Area of work	Have we got the right people involved in order to progress this work?	Where are we now against where we want to be in this work? What are our data telling us?	What are our next actions? What tasks and tests can we complete by next Tuesday? What is our plan for next 30 days, next 90 days?	What challenges do we anticipate? What are the potential solutions?

Team Check List

common purpose=common understanding=synthesised actions

- What are we trying to achieve?
- Why does it matter (describe in heartfelt and head felt terms) ?
- When do we hope to achieve this by ?
- How will we meet?
- How often will we meet
- How will we discipline our meetings?
- What will we do?
- What data do we have?
- What data do we need?
- Who needs to be involved and how do we connect and influence them to work with us ?
- Who will we tell in a position of seniority what we are doing and how we are doing?

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