

Tool 1c: Conducting Successful Meetings

Purpose

Like all teams, SBLTs become more effective over time if they are attentive to, and intentional in thinking about:

- *tasks* (e.g., examining data, planning professional development)
- *processes* (e.g., agenda development, protocols)
- *group or team development* (e.g., grow in trust, engage in cognitive conflict), and
- *keeping equity at the center of decision making*

Effective groups utilize systems, structures, principles and behaviors that ensure task, process and group development are tended to during each meeting. Successful meetings accomplish the most work in the least time with the highest group member satisfaction.

Optional [Tool 1c: Conducting Successful Meetings](#) includes four strategies and supports to ensure teams conduct successful meetings:

- **Structures for Successful Meetings: Decide on Decision-making** - Structures for successful meetings with a focus on decision-making permit full and focused expression of opinions, ideas, and differences in a manner that is useful to the work of the SBLT. Student-centered decision making is particularly important in order to ensure an equity lens.
- **Structures for Successful Meetings: Develop Standards** - The five meeting standards help us understand the key principles needed to ensure meetings are efficient, effective and satisfying.
- **Structures for Successful Meetings: Design the Surround** - Designing the surround helps facilitators and meeting conveners think through the features needed to create a learning environment that supports participants' psychological, emotional, and physical needs.
- **The Confident and Skilled Facilitator: Facilitating a Meeting in Five Phases and Agenda Construction** - Understanding the 5 phases to a meeting helps facilitators to understand their role before the meeting, during the meeting and at the close of the meeting. Agenda construction is an important planning device to assist groups and facilitators in constructing meeting agendas organized for efficiency and effectiveness.

When to Use

The four strategies described within this tool may be used at different times:

- **Structures for Successful Meetings: Decide on Decision-making** – SBLTs can use *Decide on Decision-Making* to determine their structures, processes and areas of authority within the decision making process. This tool can be used at the onset of group development as well as throughout the year. It may be important

to revisit “*Decide on Decision-Making*” each time the SBLT is poised to make an important decision. Having clear understanding amongst all group members about when, how and who will be making decisions is essential to group member satisfaction and overall group effectiveness.

- **Structures for Successful Meetings: Develop Standards** – SBLTs can use *Develop Standards* at any point in the group development process. Understanding the behaviors and principles needed for effective meetings may need to be revisited throughout the school year. Standards should include a focus on equity and students in order to ensure that they are at the center of decision making.
- **Structures for Successful Meetings: Design the Surround** – As SBLT’s think through the meeting structure, location and environment *Design the Surround* can assist in this planning.
- **The Confident and Skilled Facilitator: Facilitating a Meeting in Five Phases and Agenda Construction** - these resources can be used to assist group members in the planning and facilitation of the next meeting.

How to Use

Below are guidelines for how to use each of the four strategies described within this tool if your team is interested in diving deeper.

Structures for Successful Meetings: Decide on Decision-Making - Download the resource "[Decide on Decision-Making](#)." Have group members read and become familiar with the five guiding questions. Use the first four questions prior to embarking on the decision-making process to clarify the group's role and authority. Use the fifth prompting question to determine how your group will communicate your decisions.

Structures for Successful Meetings: Develop Standards - Download the resource "[Develop Standards](#)." Consider the following protocol as a way to explore the handout:

- Organize team members into groups of five.
- Have each person read the introductory section together.
- Jigsaw the article's five standards, assigning one to each person in the group.
- Ask each person to read their section, prepare a one-minute summary of the assigned standard, and provide examples for how your group may use the standard.
- Take turns sharing the summaries and examples, offering opportunities to explore the ideas and determine possible applications for the team.

After reading *Develop Standards*, use the meeting inventory to determine how your group may become more effective at meeting management.

Structures for Successful Meetings: Design the Surround - Download the "[Design the Surround](#)" handout and use this handout while planning meetings to ensure appropriate attention to the meeting environment.

The Confident and Skilled Facilitator: Facilitating a Meeting in Five Phases and Agenda Construction - Download the resources "[Facilitating a Meeting in Five Phases](#)" and "[Agenda Construction](#)." The group and/or facilitator can use these resources in the development and design of each meeting.

Mandatory Versus Flexible: SBLT Toolkit

Mandatory	Flexible
None	<i>Use of this guidance tool is optional</i>