

Facilitating Meetings with an Agile Mindset

Business Agility
Global Conference
March 25, 2021



Colin C. Thompson
Oligye Enterprises Business
and Consulting



BUSINESS AGILITY
CONFERENCE

Facilitating Meetings with an Agile Mindset

In today's organizational work culture, meetings:

- are more prominent than ever (37% of employee time*)
- cost Fortune 500-2000 UK companies £15,979 yearly per head (£354.34 per meeting*)
- are the backbone of organizational agility



Facilitating meetings with an Agile Mindset:

- increases employee moral and productivity - key to business agility
- drives the conversation flow to tap into the collective insight of teams
- provides the ability to quickly adapt to changing circumstances during the meeting

* according to the theundercoverrecruiter.com

Facilitating Meetings with an Agile Mindset

Let's Gain Common Understanding

Trainers

Manage the process and the content to ensure participants depart with compliance to a series of learning objectives.



Facilitators

Focus on the process, while the participants provide the content to achieve the intended results (decision, action plan, solve a conflict, etc.).

Agile Mindset

An attitude that equates failure and problems with opportunities for learning, and a belief that we can all improve over time. The key attribute of agile-driven facilitation is to focus on problem-solving.

Agile Meeting Facilitators

Break the meeting agenda down into modules and place more value on adapting to change than sticking to a plan. This assures audience engagement and makes the meetings productive.

Group Exercise

Agile Mindset in Resolving In-Meeting Issues



5 Scenarios

Facilitating Meetings with an Agile Mindset

Agile Mindset in Resolving In-Meeting Issues

- 1. Lost Perspective** — Moving from the big picture to granular details. The team jumps immediately into the weeds, falling down one rabbit hole after another.

Example — The discussion starts about how system 'A' and system 'B' are not loading correctly and then goes into details on the architectures of both systems.



Agile Mindset in Resolving In-Meeting Issues

2. Lost Context — Important although contextually irrelevant topics popped up. These are conversations that certainly need to be had yet this is not the time nor the place.

Example — Discussion starts on the issues behind getting reports submitted on time, then goes into reasons why the company has frozen hiring and what we think the company should do.



Agile Mindset in Resolving In-Meeting Issues

3. Lost Time — You are nearly 45 minutes into a 90 minute meeting and have made zero headway toward the objective. *Poof* one hour almost, gone.

Example — Meeting started a few minutes late and the discussions are taking more time than planned.



Facilitating Meetings with an Agile Mindset

Today, facilitators are required to have an entirely new set of problem solving skills, primarily due to the increased use of **Online Meetings!!!**



Microsoft Teams



GoToMeeting
by LogMeIn

Facilitating Meetings with an Agile Mindset

Microsoft Teams

4. Technical Glitches — The online application is not fully functional.

Lack of sufficient
internet bandwidth

Incompatible browser

Sound lags

Uninvited Guests
(Zoom Bombing)



Screen sharing is
not working

Download required

D'oh! Something went wrong...

Restart

If that doesn't work, try [signing out](#) and back in.

desktop-d275af6e-9c44-4168-9ed6-e809d3a16de3
Error code - 503
Failed to reach: <https://>

Missing or bad
meeting password

5. User Issues — Team members are not experienced with the software or proper online meeting etiquette.

“Your on mute!!”

Unexpected Toilet
Flush



Participants Multitasking

Family
Members/Pets
Joining

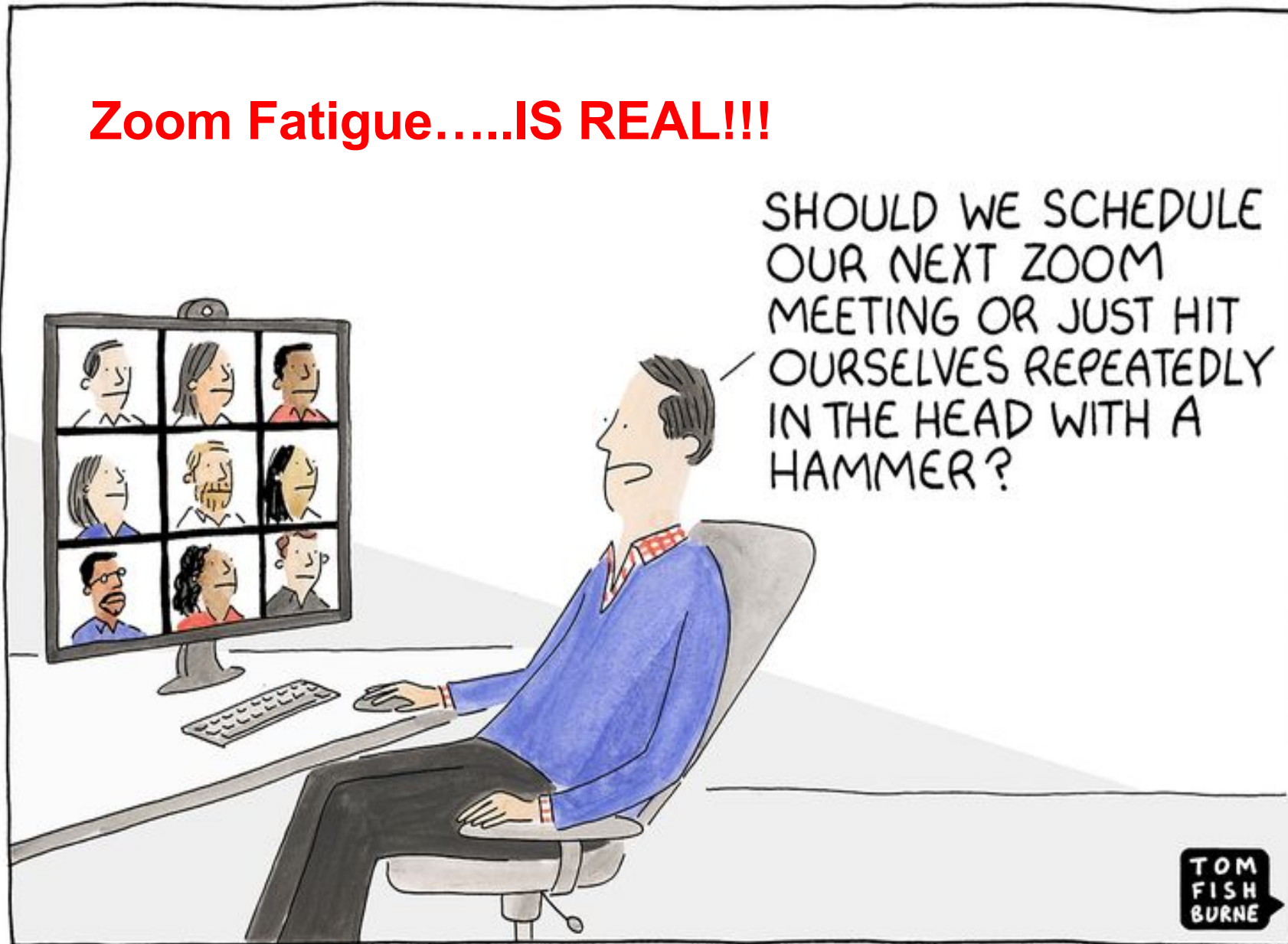
“Please
go on
mute!!”

Team members
not paying
attention

Facilitating Meetings with an Agile Mindset

Zoom Fatigue.....IS REAL!!!

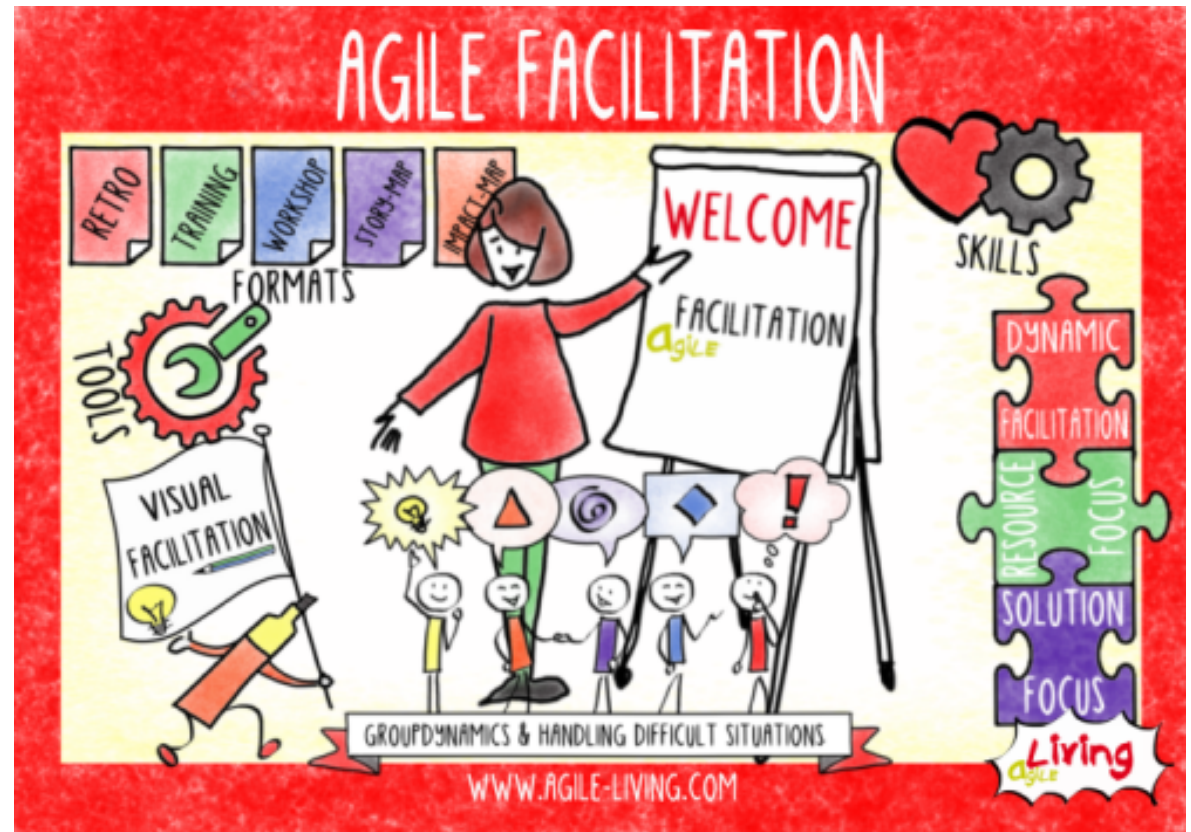
SHOULD WE SCHEDULE
OUR NEXT ZOOM
MEETING OR JUST HIT
OURSELVES REPEATEDLY
IN THE HEAD WITH A
HAMMER?



Facilitating Meetings with an Agile Mindset

Agile Facilitation Tools and Techniques

- Utilize Visual Tools
- Implement Time Management Practices
- Online Meeting Routine



Facilitating Meetings with an Agile Mindset

Utilize Visual Tools

- Collaboration is an 'awake' and 'present' activity



Implement Time Management Best Practices

- (always) Start on Time
- Time-Box Agenda Items
- Utilize Simple Agreement Tools - Fist-to-Five
- The Strong (on time) Finish



5 = LOVE IT!

4 = Good idea.

3 = Yeah, I can support it.

2 = I have reservations, let's discuss further.

1 = Opposed. Do not move forward.

Facilitating Meetings with an Agile Mindset

Online Meeting Routine

- Send out agenda, purpose, and outcome early
- Setup a test login and trial session a few days early
- Prepare your space (recall: Robert Kelly BBC)
- Recommend have cameras 'ON'
- Find a method to share screen while seeing people to 'read the room'
- Randomly ask people for input



Zoom meeting,
audio only



Zoom meeting
with video



Facilitating Meetings with an Agile Mindset



Contact Information

Coach Colin Thompson



Oligye.com



company/oligye-life-coaching



CoachColinT@oligye.com



@LifeCoachColinT



@CoachColinT



CoachColinT



@CoachColinT



@CoachColinT1



WeChat: CoachColnT



Facilitating Meetings with an Agile Mindset

