

HOW TO RUN AN EFFECTIVE TEAM MEETING

LEADING TEAM MEETINGS OF VALUE

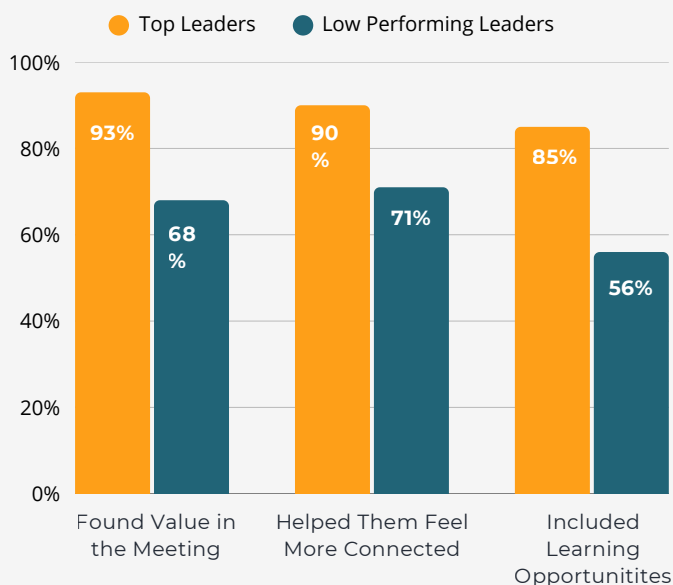


WHAT THE RESEARCH SAYS

Team meetings are a crucial component of building a high-performing team, but when done poorly, end up doing more harm than good. With the right approach and best practices, team meetings can be transformed into an opportunity to build relationships, encourage communication, and share best practices.

Research shows that effective team meetings have a significant positive impact on an organization's bottom line. In fact, according to data gathered from 500,000 coaching interactions across the US, top-performing leaders have team members who have higher team engagement and performance. Teams with top leaders also show higher levels of retention, higher happiness ratings, and reported lower stress levels.

WHAT EMPLOYEES THINK OF TEAM MEETINGS:



So what does an effective team meeting look like? Start by scheduling regular meetings at least once a month and putting them on the calendar in advance is crucial to avoiding rescheduling. Use an opening question to help build relationships and encourage communication among team members. Updates on progress toward goals should be shared, and feedback from the team should be welcomed. Provide time for practice sharing to allow team members to share what's working for them - you never know how that could help someone else in their role. Always end with time to recognize team members for a job well done!

Check out the template on the next page to help you run a meaningful team meeting!

CRITICAL COMPONENTS OF ANY TEAM MEETING:

- + **BUILD RELATIONSHIPS:** increase team collaboration and camaraderie.
- + **CREATE ORDER:** provide updates and progress on defined goals.
- + **PROMOTE COMPLEXITY:** share best practices and new information to help teams grow.

TEAM MEETING TEMPLATE



TEAM MEMBER:

DATE:

OPENING ICE-BREAKER

What was the highlight of your weekend? What's a talent you have that nobody else knows about? What is your best personal achievement?

TEAM PROGRESS TO GOAL

How are we progressing against our goals? How well is the company hitting its targets? What is the status of team projects?

BEST PRACTICE SHARING

Team members can tell a story, put together a presentation, play a game, do a role play, or do a group exercise in order to teach their peers a best practice idea, strategy or technique they've used to achieve success.

CHALLENGES & QUESTIONS

What are you wondering about today? What obstacles are people running into? Where could you use the team's advice? What is something you want to ask but haven't yet?

COACHES DEVELOPMENTAL TOPIC

Manager can invite a guest speaker from inside or outside their company, or share an article, video, or an idea on any topic to help the team grow.

TEAM RECOGNITION

Cheers for Peers. Traveling Trophy.



CONCLUSION

Don't let team meetings be a source of dread for your team. Embrace them as a powerful tool to build relationships, encourage communication, and share best practices. By following best practices, leaders can create meetings that not only benefit their team members but also contribute to the overall success of the organization.

ABOUT THE AUTHOR



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Sarah Wirth is president of CoEffex, as well as one of the world's foremost authorities in metric-based performance coaching and growth.

She has 20+ years of experience in employee assessment, leadership development, executive coaching, and customer service. Sarah joined CoEffex in 2011 to help executive leaders, managers, athletic coaches, teachers, and more master how coaching done correctly is the #1 enhancer of performance. Her best-selling book, *The Coaching Effect*, was written to bring CoEffex's mission to more people.