



Co-Lead

## ABOUT THIS MODULE



**EFFECTIVE TEAM MEETINGS**



## EFFECTIVE TEAM MEETINGS

### What is the goal of this module?

This module will provide advice and facilitate teams to collectively discuss and agree on the best structure to make the most effective use of meeting times.

### What is the collective leadership focus of this module?

- **Cooperation and coordination between members**
- **Recognising and valuing contribution of others**

### What areas of team behaviour does this module focus on?

- **Enhanced collaboration**
- **Coordination and effective team working**
- **Cooperation between team members**
- **Cohesion and coordination**

### Who is this module for?

**Any individuals who regularly gather in formal or informal teams to discuss issues relevant to their work practice.**

### What is the patient safety impact of this module?

Team performance and coordination benefit from regular team meetings. Taking the time to come together and reflect on how they do their work enables teams to improve their effectiveness, productivity, and innovation.<sup>1,2</sup>

### References

1. Widmer PS, Schippers MC, West MA. Recent developments in reflexivity research: a review. *Psychologie des Alltagshandelns*. 2009;2(2):2-11.
2. Konradt U, Schippers MC, Garbers Y, Steenfatt C. Effects of guided reflexivity and team feedback on team performance improvement: The role of team regulatory processes and cognitive emergent states, *European Journal of Work and Organizational Psychology* 2015;24(5):777-795





Co-Lead

## SESSION OUTLINE



**EFFECTIVE TEAM MEETINGS**



## EFFECTIVE TEAM MEETINGS

### SESSION OVERVIEW

- Purpose:** This session will give team members advice on how to effectively structure and plan team meetings.
- Timing:** 60 min.
- Setup:** Introduction > Group Exercise > Group Feedback > Group Discussion > Feedback
- Outcomes:** Teams will collectively decide on the most appropriate structure for future team meetings to ensure that they run smoothly and efficiently.
- Facilitators:** 1-2 team members to facilitate; 1 team member to act as scribe throughout the virtual session to record ideas, discussion points, and outputs.

### ADVANCE PREPARATION

- Equipment:** Computer, stable internet connection, Zoom account.
- Materials:** The outcome template can be shared with the team during the session using the screen share function in Zoom (<https://youtu.be/YA6SGQIVmcA>). Materials can also be sent to participants in advance of the virtual session.
- Attendees:** All team members can participate remotely using the Zoom connection details.





## EFFECTIVE TEAM MEETINGS

### START OF SESSION

#### 1) Welcome and introduction (5 min.)

Welcome and re-cap on Co-Lead (aims, sharing of leadership across team, etc.) Introductions if new people in attendance and update the team on progress on goals.

Highlight the relevance of today's topic to practice: Regular team meetings are associated with improved team performance and coordination. Teams that take time to come together and reflect on how they do their work are more effective, productive, and innovative than those that do not meet (Widmer et al 2009, Konradt et al 2015).

Explain the aim of the session today: This session provides advice and tips on how to effectively structure and plan team meetings. It provides a platform for the team to consider what will work well for their team needs and agree a meet structure going forward.

During this session the team will collectively decide on the most appropriate structure for future team meetings to ensure they run smoothly and efficiently.

#### 2) Icebreaker (5 min.)

Facilitators should ask each team member to come up with one word to describe their experience of team meetings. After one minute ask each member of the team to feedback their word to the larger group.

#### 3) Group exercise (15 min.)

Using the breakout rooms function in Zoom (<https://youtu.be/jbPpdyn16sY>) create sub-groups groups of 3-5 (mix up groups to include various disciplines if possible), then ask groups to consider:

*What can we do to ensure the worst, least productive team and most frustrating team meetings possible?*

Each group should come up with an initial list. One team member should act as scribe recording the sub-group's ideas.

Each group should then come up with a second list of things from the first list that actually happen or are things we do in our team and generate solutions to these problems/issues.

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## EFFECTIVE TEAM MEETINGS

### 4) Group feedback (10 min.)

All teams feed back information from their discussions. The nominated scribe should emphasize and highlight where there is overlap/agreement.

**Ensure that concrete ideas/solutions are documented:**

e.g., "We will not...", "I will stop..."

### 5) Group discussion (20 min.)

Facilitators should lead a group discussion. Using the outcome template, one facilitator should share their screen using the screen share function in Zoom and record the discussion points.

**Discussion points:**

- Do we meet enough as a team? Why/why not?
- Do we have/need a regular meeting where we reflect on how we work as a team?
- What kind of issues/items should be discussed at meetings where we have time to reflect on how we work and how can we ensure this meeting would work for everyone on the team?
- How can we plan and structure (e.g., meeting space, time, frequency and meeting length) our meetings to ensure a productive and efficient meeting? (Use solutions identified by the team in the group activity to inform rules/structure for meeting planning; Introduce tool to evaluate meetings (checklist). Can this help us?)

**Notes for facilitator:**

- Group responses should be discussed among the whole team to reach consensus on priorities for meeting, items for discussion, how meeting should work, when it could take place, how often, etc.
- If there is disagreement on the need for such meetings, suggest a trial period or intermittent meetings (e.g., operational/reflection meetings every 2-3 months ensuring all professions on team feed in/are represented and those that cannot attend can also feed in thoughts.) May require discussion about sharing workload for meeting (assigning rotating roles of minute taker, agenda setter, meeting chair, etc.) Efforts should be made to get commitment from team and agreement on rules, priorities for meeting, agenda, meeting processes etc.

### 6) Close of session (5 min.)

Give brief feedback on the session. Encourage team members to send any notes or suggestions by email to maintain a record of the discussion

