

Creating Meetings that Lead to Transformation

UCSF School of Medicine Culture of Leadership Initiative Meeting Optimization Program

Agenda (75-90 min)

Outcomes: By attending this program, I will have the tools to:

1. Transform a meeting into a highly productive use of people's time
2. Use meetings as transformational events that will:
 - Cement and enhance relationships
 - Create new solutions to complex problems
 - Create a shared commitment to getting work done
3. Create an interactive meeting environment where all voices can be heard

Objectives:

1. Evaluate appropriate reasons for setting up a meeting
2. Describe key steps to effectively prepare for a meeting
3. Practice critical components of effectively running a meeting
4. Identify specific action steps to improve meetings in the future.

Recommended Reading:

1. *What's the Secret to Running Effective Meetings?* (12 min Institute for Healthcare Improvement (IHI) Open School video by Bob Pozen. Searchable on the IHI website.) <http://www.ihl.org/education/IHIOpenSchool/resources/Pages/Activities/PozenMeetings.aspx>
2. *Leadership Lesson: Tools for Effective Team Meetings – How I Learned to Stop Worrying and Love My team* (an article published on September 30, 2010 in the Association of American Medical College's *Faculty Vitae* section by Yvette Pigeon, Ed.D and Omar Khan, MD MHS) https://www.aamc.org/members/gfa/faculty_vitae/148582/team_meetings.html
3. The above resources and other resources, including sample inclusion ground rules, are available under the "Resource" tab on the UCSF Meeting Optimization Program website (<https://medschool.ucsf.edu/meeting-optimization-program>)



Time	Topic/Activity	Resource	Outcome
5 minutes	Welcome and introduction to MOP and workshop objectives		Set context
8-10 minutes	Brainstorm: What is the worst meeting you've attended in the last two weeks and why?		Participant engagement
7-10 minutes	Brainstorm remedies: Clarify key steps to: deciding to have a meeting, effectively prepare, facilitate, and close/follow-up a meeting.		Learning
35-40 minutes	Role Play	Appendix D-F	Participant engagement
10-15 minutes	Reflection on role play and review of key components	Appendix B	Participant engagement and Learning
5 minutes	Action Plan: Share at least one specific strategy to try for the next meeting you attend or lead		Commitment
5 minutes	Wrap Up and Evaluation	Appendix G	

