

## **Harnessing Who's in the Room: Facilitating Productive Meetings**

### **UCSF School of Medicine Culture of Leadership Initiative Meeting Optimization Program**

#### **Agenda**

Outcomes: By attending the MOP 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 (particularly addressed by the MOP facilitation workshop)**

Objectives:

- Describe approaches to facilitating participation during a meeting including managing common behavior challenges
- Describe strategies to keep a meeting on track to achieve meeting goals

Recommended Reading: (available along with other meeting resources on our MOP website at <https://medschool.ucsf.edu/meeting-optimization-program>)

1. Brief facilitation tip sheet from the CDC
2. HBR article "Stealth Meeting Facilitation from the Rank and File."  
<https://hbr.org/2010/01/stealth-meeting-facilitation>
3. Meeting Facilitation-Strategies and Phrasing



<b>Time</b>	<b>Topic/Activity</b>	<b>Resource</b>	<b>Outcome</b>
0-3 min (3min)	Introduction to MOP and workshop objectives	Agenda	Set context
3-13 min (10 min)	Individual brainstorm: What are common challenging/non-productive behaviors you have experienced in meetings?	Tip Sheet	Participant engagement/Learning
13-20 min (7 min)	Group discussion: What strategies have you seen to successfully address these behaviors?  What could you say as a facilitator to address the behavior?	Tip Sheet	Participant engagement/Learning
20-25 min (5 min)	The 4 Ps to keep a meeting on track	Tip Sheet	Learning
25-70 min (45 min)	Assigned role play and debrief	Case and Role play	Participant engagement/learning and application
70-80 min (10 min)	Commit to specific strategies to try for the next meeting you attend or lead	Individual work and group share	Commitment
80-90 (10 min)	Summary and Feedback		Eval handout

