Effective Teaming

with

Meeting Mechanics

→ **Do you participate in *effective* team meetings?**

If so, what are some *effective* practices?

If not, what are some examples of the *ineffective* habits teams get into?

Effective team?

The most efficient and effective meetings:

- **Adhere to a defined *process***

- **Have agreed upon *guiding principles*** (agreements/norms)

- **Have key *ingredients* that are important for meetings to achieve their purpose:**

  ○ getting the right people to the table *(commitment)*

  ○ staying on task *(time keeper)*

  ○ making decisions based on accurate information *(data!)*

  ○ problem solving *(brainstorming)*

  ○ xecuting plans in a fair and timely manner *(action plan)*

Setting the Stage
for Meeting *Efficiency*

➔ Optimal Physical Environment (Materials)

➔ Team Guidelines (Protocol)

➔ Professional Accountability (Dated Action Plan)

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We all play a role…

Crucial Elements

- **A facilitator "runs the board"**

- **The facilitator follows the six steps of the Meeting Mechanics process in a linear progression.**

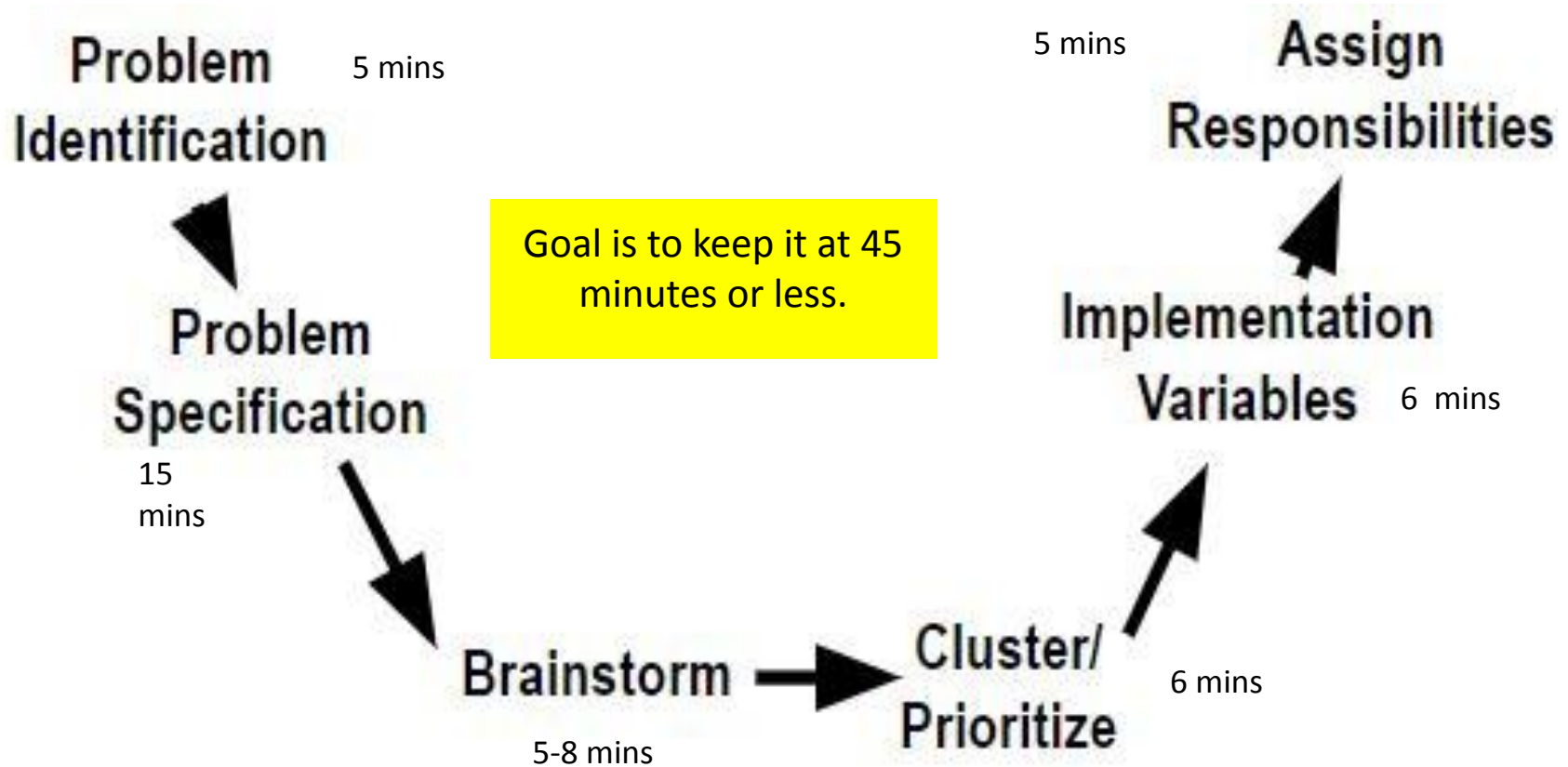- *The facilitator will redirect participants when off track.*

Meeting Mechanics

Creates an environment in which people feel safe to express themselves and feel heard.
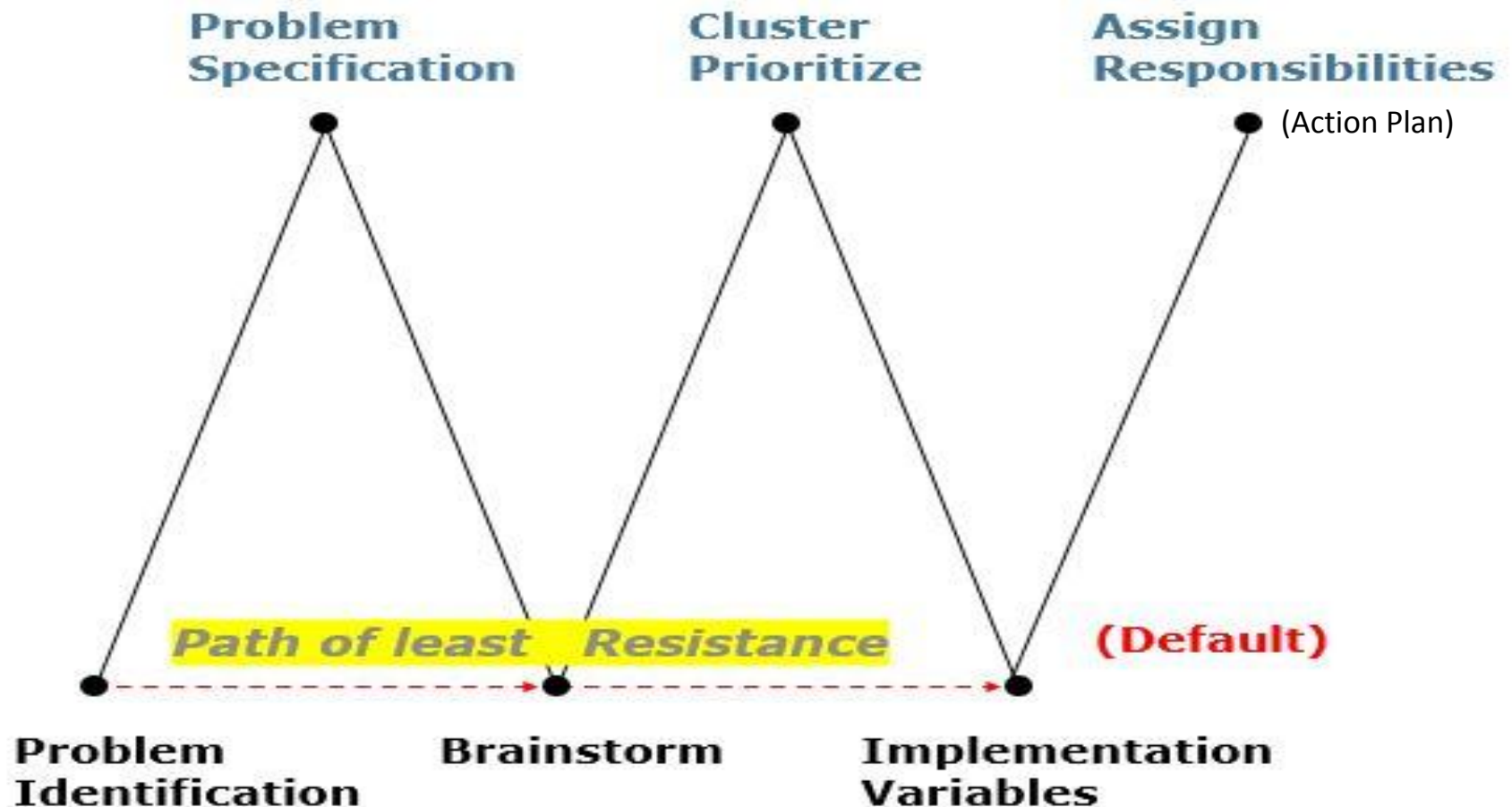
Meeting Mechanics
Develop and Protect the Idea

Problem Identification — 5 mins

5 mins — **Assign Responsibilities**

Problem Specification — 15 mins

Goal is to keep it at 45 minutes or less.

Implementation Variables — 6 mins

Brainstorm — 5-8 mins

Cluster/ Prioritize — 6 mins

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Change to the Status Quo….

Problem
Specification

Cluster
Prioritize

Assign
Responsibilities

(Action Plan)

Path of least   Resistance

(Default)

Problem
Identification

Brainstorm

Implementation
Variables

AKA *barriers*

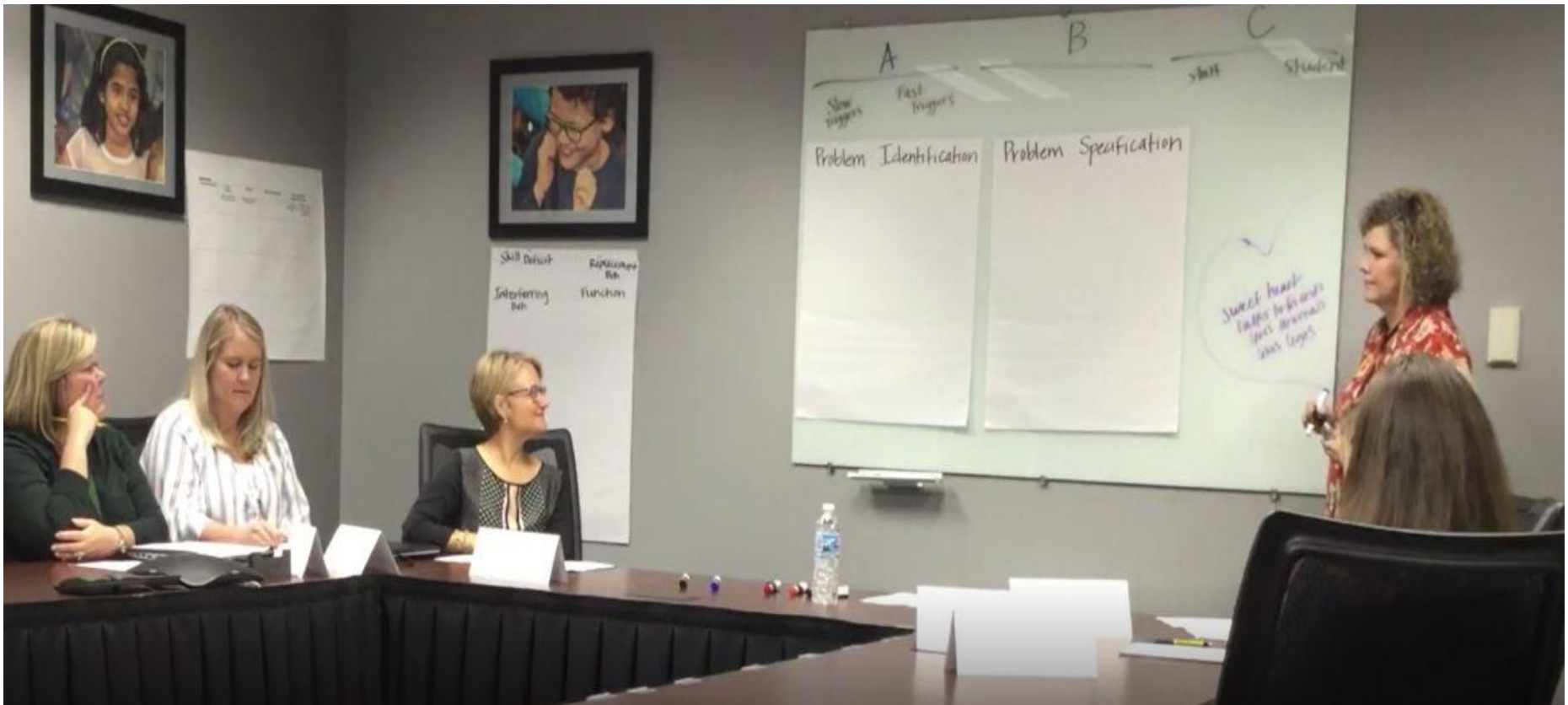STÅRT
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Effective Teaming

First…make time to meet

Optimal Environment

- All ideas are good ideas (they all get put up) best ideas go to Action Plan
- Talk to the board (avoids sidebars, etc.)
- Easy to follow/stay on task when have a visual

Guiding Principles

Guiding **Principles**

All
IDEAS
are
GOOD
IDEAS

Talk
to the
Board

Refrain from
Defending, Convincing,
or **Monopolizing**

Meeting Essentials
(Components Needed for Effective Teaming)

- **IDENTIFIED ROLES FOR** Notetaker, Facilitator, Timekeeper

- **Guiding Principles**

- AN AGENDA

- A **MEDIUM** for **TAKING NOTES** and **RECORDING** Action Items

- **Visual Organizer** and Medium for Use - Whiteboard or Chart Paper

- **Meeting Mechanics**

- Relevant **Data**

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Meeting
Practices
(Team Behaviors that Improve Meeting Performance)

- **START** and **END** meetings **ON TIME**
- Ensure needed **TEAM MEMBERS** are present
- Follow established **AGENDA**
- Establish and rotate **ROLES** and **RESPONSIBILITIES**
- Use **GUIDING PRINCIPLES**
- Take **NOTES** and record **ACTION ITEMS**
- Use **MEETING MECHANICS** for problem solving
- Establish a **DECISION-MAKING** process
- Ensure **EQUITABLE DISTRIBUTION** of action items
- **DATA** are collected to **GUIDE** decision making

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Individual Meeting
Accountability
(Individual Behaviors that Improve Meeting Outcomes)

- Make attendance at meetings a priority

- Arrive on time and stay for the entire meeting

- Bring new ideas, relevant information, and evidence of action item completion

- Actively participate and contribute

- Seek understanding & presume positive intent

- Model and maintain a safe, productive climate for discussions

- Be mindful of your own verbal and non-verbal communication

- Address guiding principle violations

- Use law, research, and data to guide discussions & decisions

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Meeting Name
Date and time

CALENDAR	ROLES:
- Upcoming meetings: - Other calendar items	Facilitator: Note taker: Timekeeper:

ACTION PLAN FOLLOW UP

Brief Items (2 minutes)

-

Standing Items

-

Discussion Items

-

Future meeting items

-

REVEW NOTES AND ACTION PLAN

Action Plan

Who	Will do what	By when

Meeting Mechanics Process

MEETING MECHANICS PROCESS
SUMMARY

Problem Identification: (5 minutes)
- IDENTIFY the problem
- Open-ended format
- Democratic (all participate)
- Prioritize concerns, if needed   STOP-_____

Problem Specification: (15 minutes)
- More SPECIFICALLY understand the problem
- Operational definitions
- Data analysis
- Antecedent variables focus   STOP-_____

Brainstorm: (6-8 minutes)
Brainstorm possible solutions/strategies to address the problem
- ALL ideas are good ideas
- Don't explain, defend, convince
- Professional role elimination
- Focus on developing the best idea in the room   STOP-_____

Cluster/Prioritize: (6 minutes)
- CLARIFY ideas
- CLUSTER similar ideas (3 primary)
- PRIORITIZE ideas though sequencing   STOP-_____

Implementation Variables: (6 minutes)
- Identify possible BARRIERS to implementation (brainstorm solutions if necessary)
- Identify RESOURCES needed to implement plan
- Determine DATA COLLECTION methods for evaluation   STOP-_____

Assign Responsibilities: (5 minutes)
- Team process
- Roles and functions
- Develop ACTION PLAN   STOP-_____
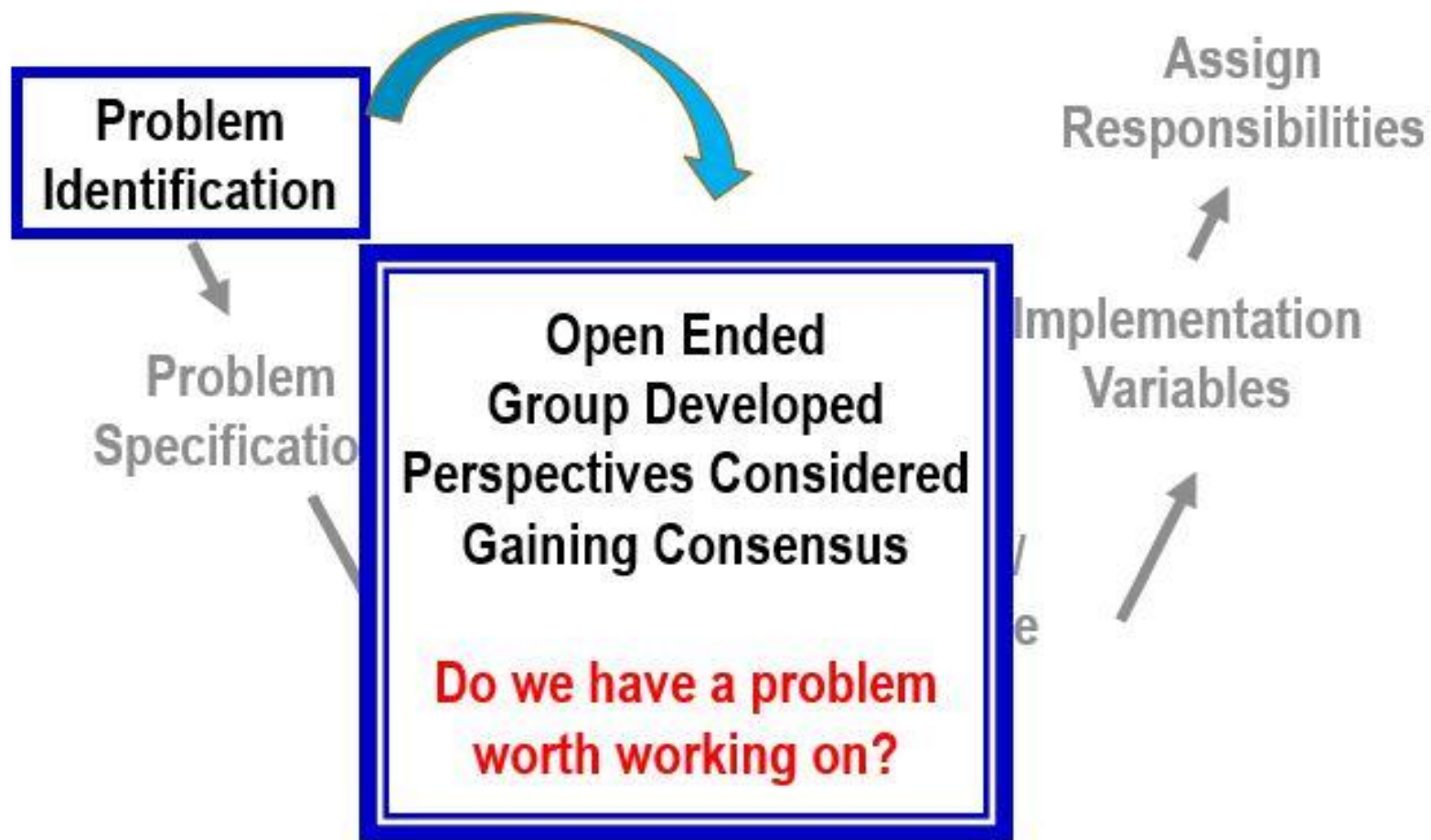
Problem Identification

1 Use an open-ended format

2 Encourage equitable participation

3 Identify and prioritize problems

MEETING MECHANICS

Problem
Identification

Problem
Specification

Open Ended
Group Developed
Perspectives Considered
Gaining Consensus

Do we have a problem
worth working on?

Assign
Responsibilities

Implementation
Variables

Problem Specification

1

Clearly define prioritized problems

2

Review data and identify variables associated with the problems

3

Determine if there is enough information to proceed

MEETING MECHANICS

Problem Identification

Assign

Problem Specification

Brains

Generic to Specific
Operational Definitions
Data Analysis
Antecedent Variables
Distinguish Problems from Variables

Do we have enough information about the problem to try to solve the problem.
Yes / No
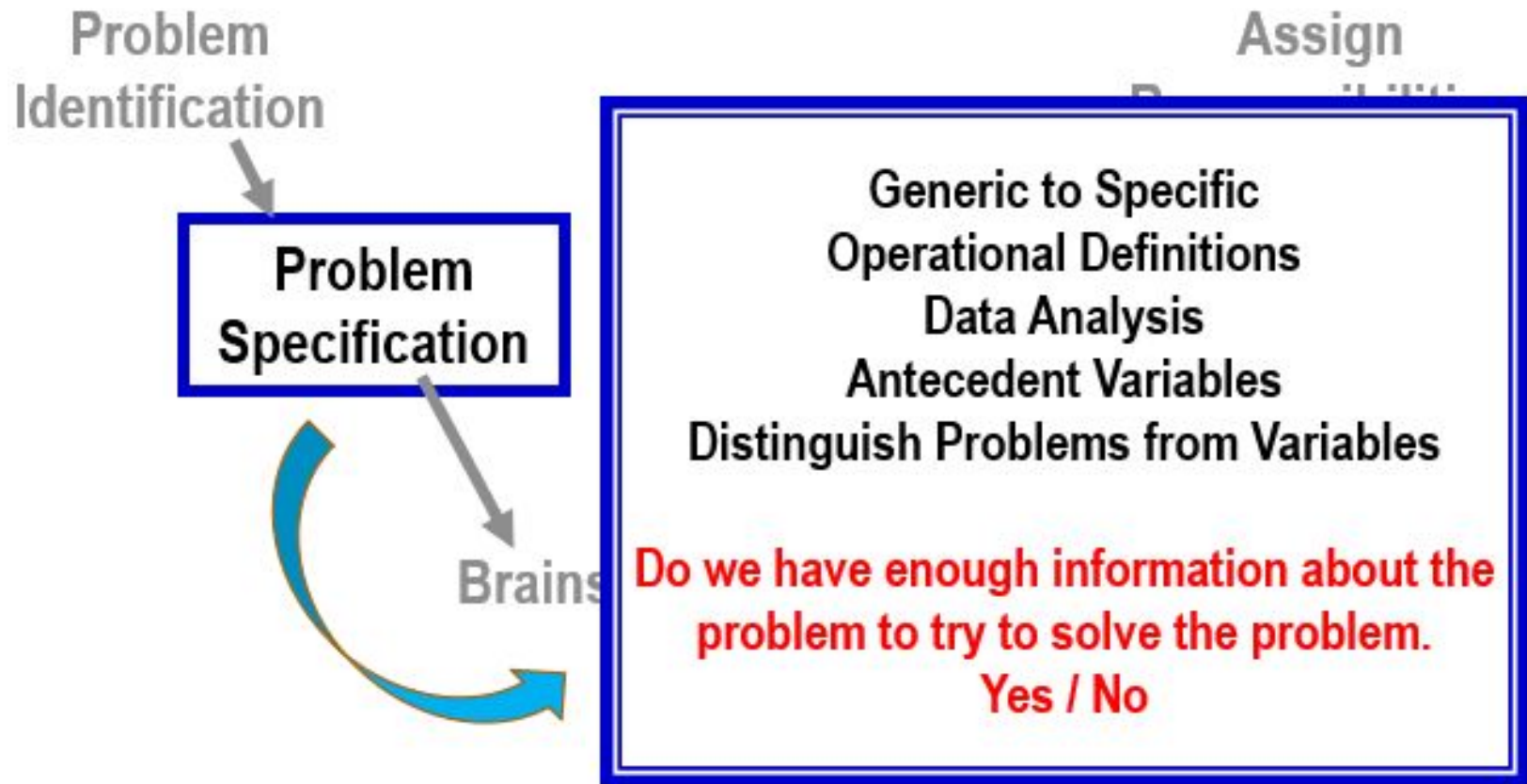
Brainstorming

1 Generate ideas to solve the problems

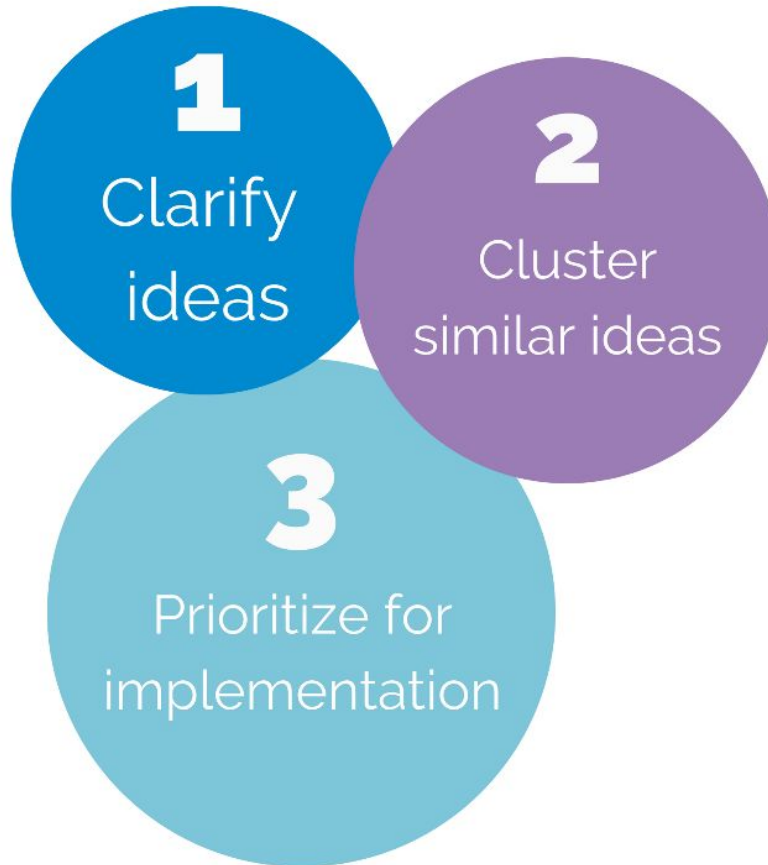**2** All ideas go to the board
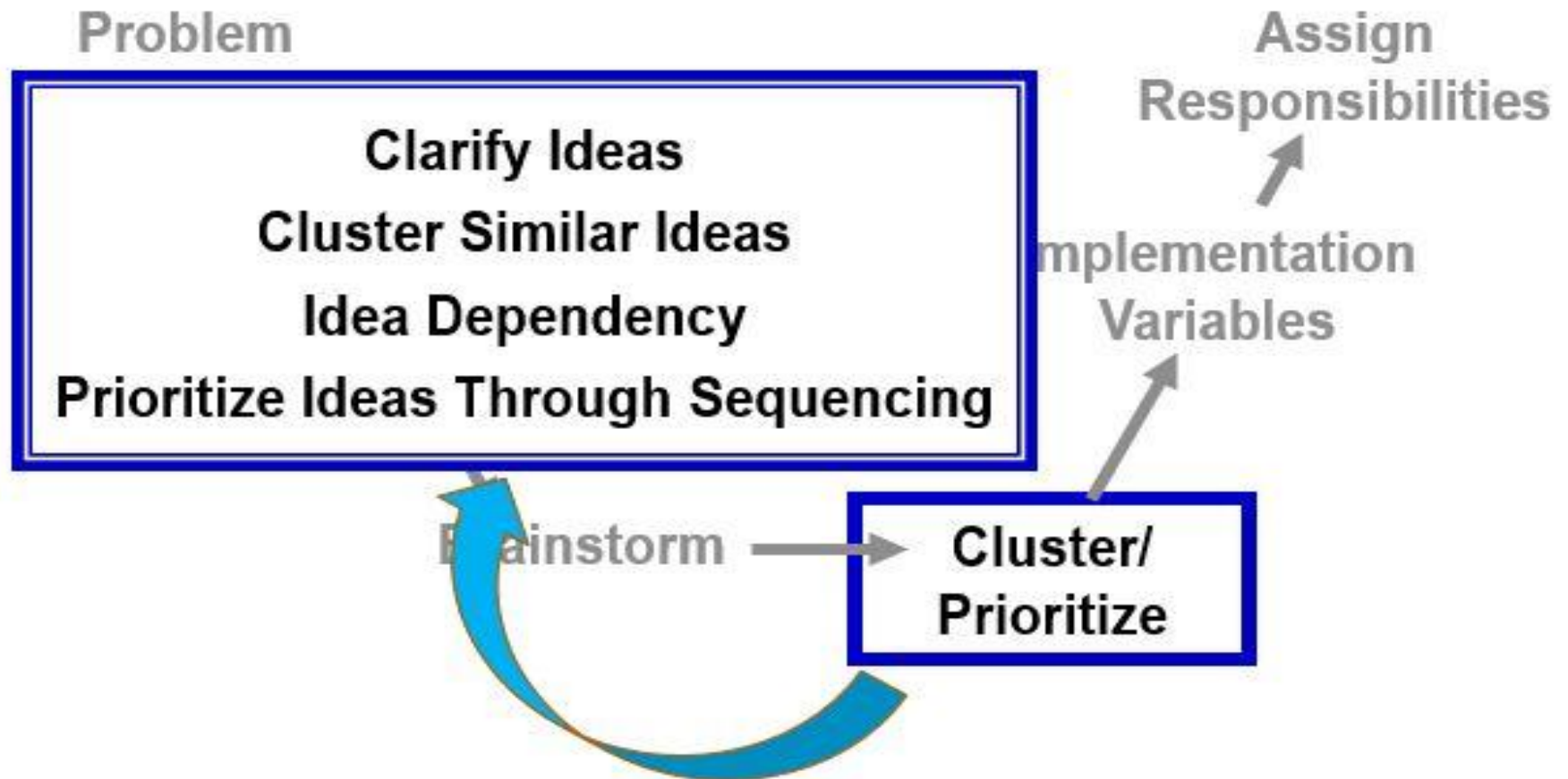
3 Use the guiding principles

MEETING MECHANICS

Problem Identification

Problem Specification

Assign Responsibilities

Brainstorm

Facilitator

Time Frame

All Ideas of Good Ideas

Board Driven

Channeling

Democratize

Co-existence of Ideas

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Cluster & Prioritize

1 Clarify ideas

2 Cluster similar ideas

3 Prioritize for implementation

MEETING MECHANICS

Problem

Assign Responsibilities

Clarify Ideas

Cluster Similar Ideas

Idea Dependency

Prioritize Ideas Through Sequencing

Implementation Variables

Brainstorm

Cluster/ Prioritize

Brainstorm > Cluster

- Picture Schedule

- A buddy to walk to library with

- Carry own books

- Visual timer

- Nap before going

- A preferred activity following library

Red – Visuals to help predict
Blue – visuals for task completion
Green – Environmental Supports

- Social story about going to the library

- A door passing cape

- More time to process during transitions

- Moving picture schedule

- Time frame for how long will be in library

- Alternate door to enter library

- Give 2 choices (or choose order of activity)

How do we address the barrier(s)?
(Hint: Not by doing this….)

Action Plan Development

1 Develop action items

2 Ensure equitable distribution of assignments

3 Establish deadlines and review dates

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Make your team time count!

Everything is overwhelming all the time…but the show must go on!

Resources

START website - Teaming Resources Page

https://www.gvsu.edu/autismcenter/effective-teaming-and-meeting-mechanics-60.htm

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Team Process

Teams that utilize a data-based, collaborative, problem-solving format to address school-wide and individual student behavioral and academic problems are more *effective* and *efficient* at supporting students and have members who are more *knowledgeable* and *accountable.*