

# Eliminating the Unproductive Meeting

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# What We'll do Today

## Make Meetings Better!

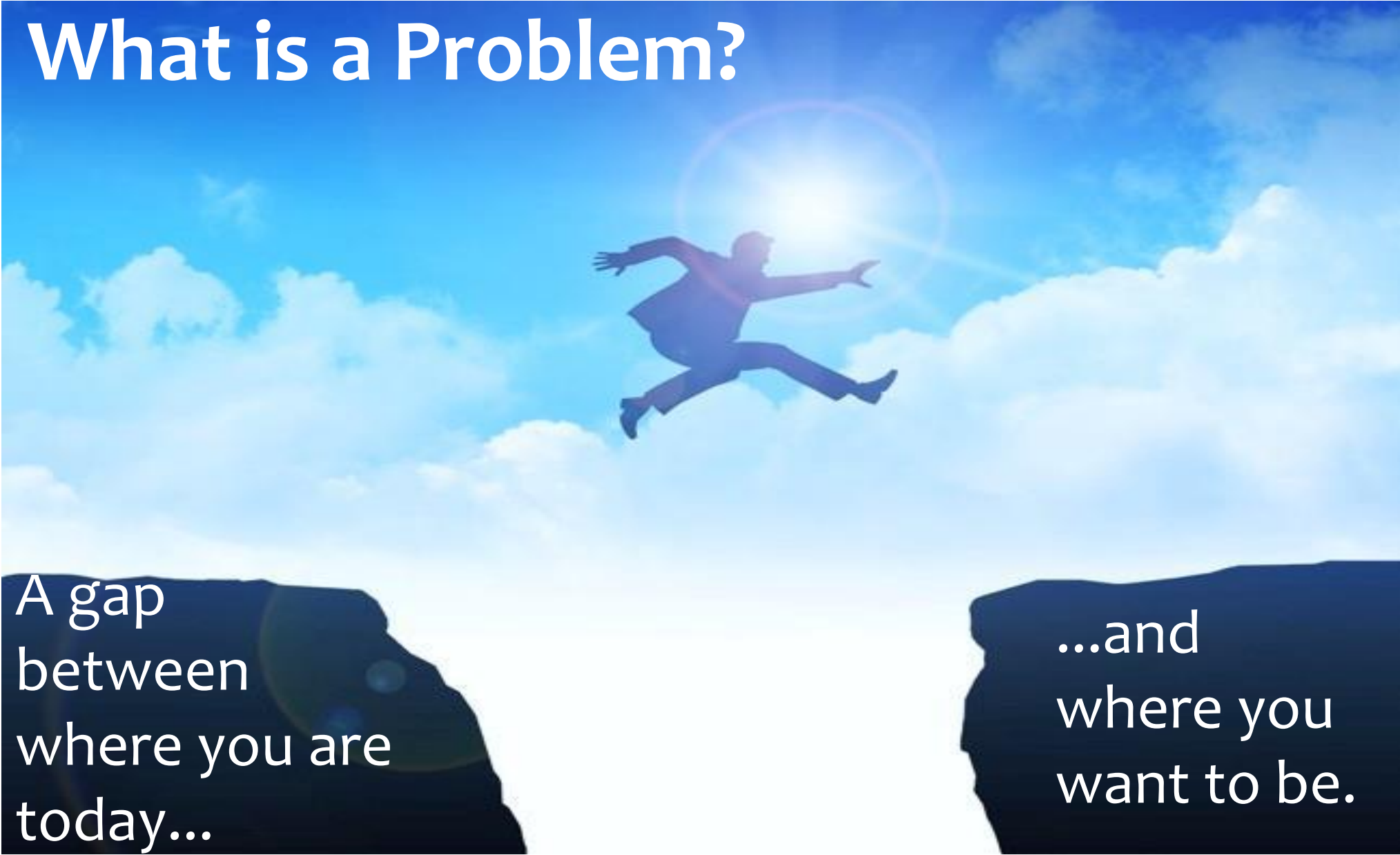
- Explore subject through context of problem solving.
- Discuss tips for agendas and outcomes.
- Reflect on different decision making processes.
- Hear facilitation tips.



# A Complex Problem



# What is a Problem?



A gap  
between  
where you are  
today...

...and  
where you  
want to be.

# Team Awesome's Meeting Problem



# Root Cause - Why? Why? Why...?



# How We'll Use Our Time





# Expected Outcome

What do you  
want people to  
walk out with?



# Conversations and Outcomes

Type of Conversation	Possible Outcome
Brainstorming	Ideas
Coordinating	Clarity, Action Plan
Planning	Action Plan
Sharing Information	Learning, Team Building
Getting Feedback	Feedback
Reviewing or Approving	Revisions or Approvals
Decision Making	Decisions

# Pair and Share

Compare your session worksheet examples. Discuss with a partner:

- What differences do you notice?
- How can you use verbs (discuss, decide, share) to help clarify the conversation?

# Meaningful Conversations





# The Quest for Meaning

Status  
Report

Leadership  
Update

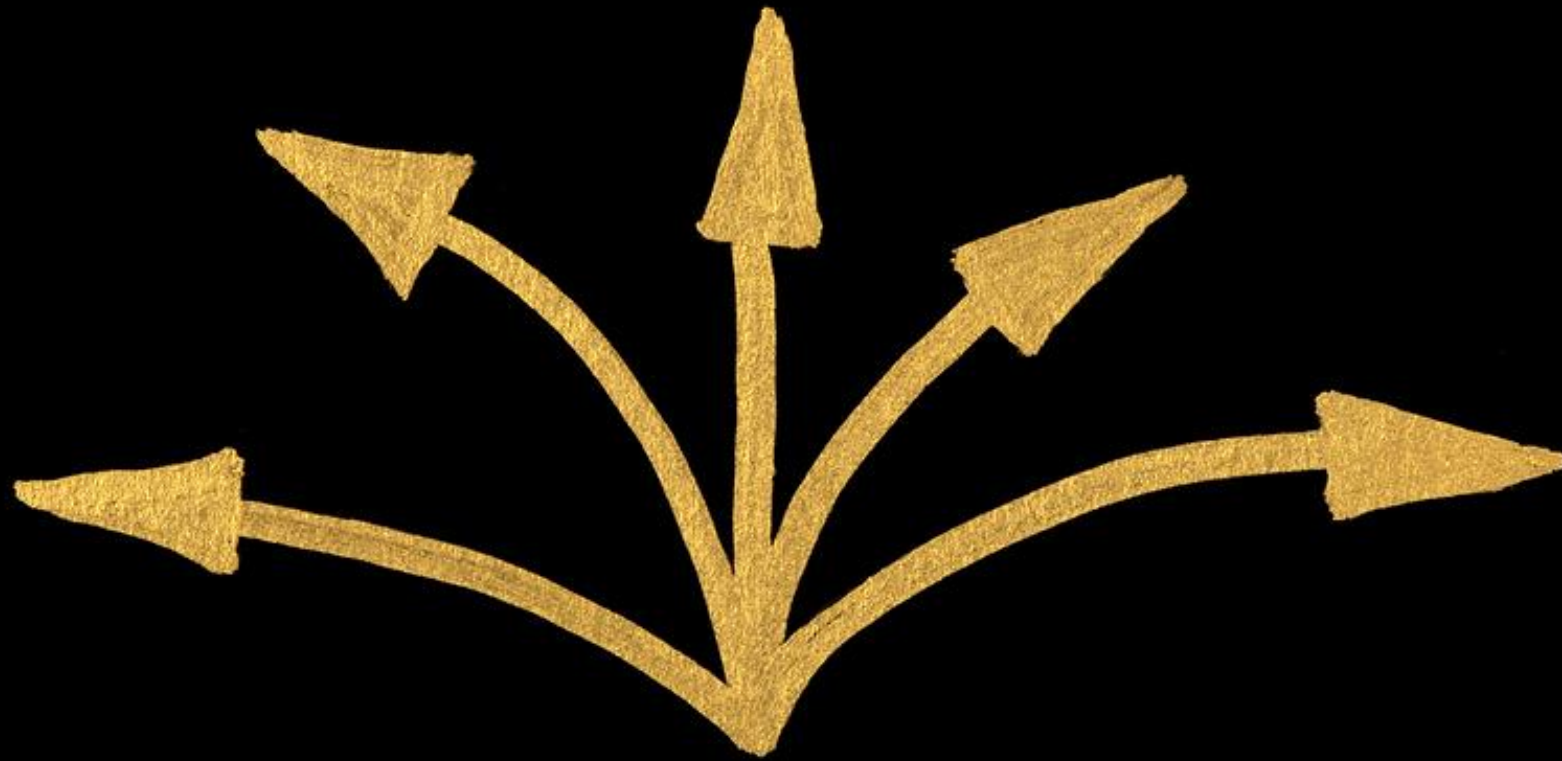
Coordinate  
Work

Problem  
Solving



Facts, Activities  
What is happening?

Meaning, Impact  
Why does it matter?



DECISIONS

# Pair and Share

Discuss with a partner:

- How do you or your team currently make decisions?
- What other decision making style might you want to try?

# Groundhog Day





# Take ACTION!

Who  
will do what  
and by when?

# Key Elements of Conversation

- What you need to record so you can pick up where you left off.
  - Improvement Story.
  - Flip Chart.
  - White Board.
  - Electronic Notes.

# Facilitation

**Have a plan, and  
be willing to change it.**

# Make Thinking Visible





# It's About People



# Conversations Have a Process? (Hint: Yes.)

Facilitation – from WHAT to HOW. Get creative. . . .find tools for:

- Decision making.
- Team building.
- Brainstorming.
- Prioritizing.

# Team Awesome's Meeting Problem







# Thank you!