



Transforming Team Meetings: From Mundane to Must-Attend

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Meet Megan

- Senior Association Executive & Strategic Facilitation Consultant
- Background in associations, non-profits, and the legislature
- Dog mom, foodie, & traveler



California Society of
ANESTHESIOLOGISTS



MVCAC
Mosquito and Vector Control Association of California

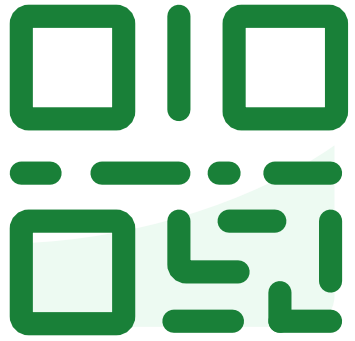


What You'll Leave With Today



Objectives:

- A clear understanding of facilitation and its impact
- Strategies to create a supportive, inclusive meeting environment
- A framework for designing purposeful, engaging meetings
- Tools for brainstorming, problem-solving, and decision-making
- A chance to plan and troubleshoot one of your real meetings
- Resources to grow your facilitation skills after today



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What's your biggest meeting pet peeve?

So, what is facilitation anyways?

How can facilitation change your team meetings?

Creating a culture of trust

What happens before the meeting starts...

Fostering psychological safety

"What is Psychological Safety" by Amy Gallo, Harvard Business Review

Team psychological safety is a shared belief held by members of a team that it's OK to take risks, to express their ideas and concerns, to speak up with questions, and to admit mistakes — all without fear of negative consequences. As Edmondson puts it, **"it's felt permission for candor."**





**What do you need to feel
psychologically safe when walking into
a meeting?**

Fostering Psychological Safety

“What is Psychological Safety” by Amy Gallo, Harvard Business Review

- Make clear why employees' voices matter.
 - Admit your own fallibility.
 - Actively invite input.
 - Respond productively.



Inclusive Meetings: Supporting Neurodiverse Teams



“The business world has started to recognize that accommodating neurodiverse employees isn’t about lowering the bar — it’s about finding untapped excellence.”

*“Neurodiversity as a Competitive Advantage” by
Robert D. Austin & Gary P. Pisano in
Harvard Business Review*



To create an environment where...

- Admit and discuss mistakes.
- Openly address problems and tough issues.
- Seek help and feedback.
- Welcomes new ideas, new voices, and takes risks.
- Trust that no one on the team is out to get them.
- Trust that they are a valued member of the team.



What is something that was shared in your group you'd like to try or is working great for you?

Structure for Collaboration & Decision Making

Building your agenda



Tools for better conversations



Brainstorming

1-2-4-All

Crazy 8s



Problem Solving

5 Whys

Sailboat

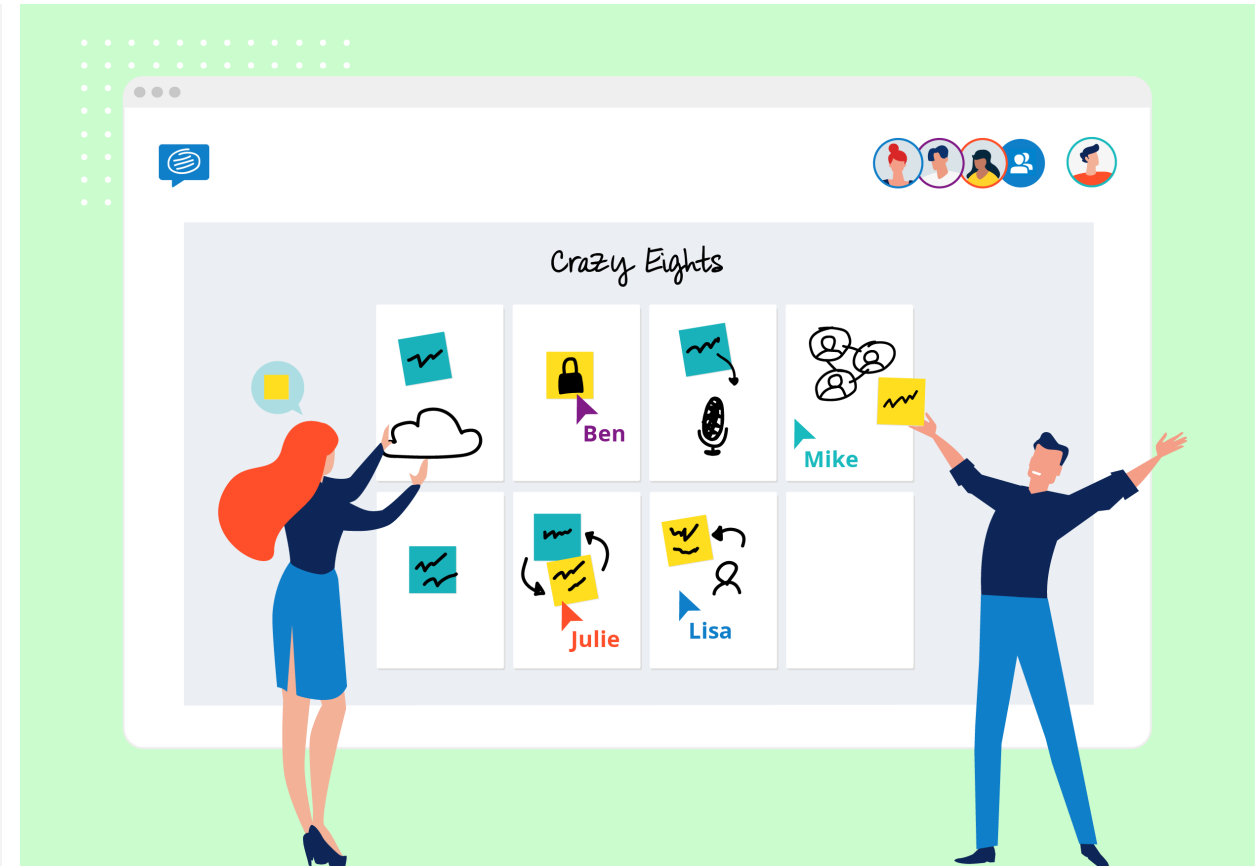


Decision Making

Dot Voting

Fist to Five

Have your toolbox ready.



Provide different ways to contribute



Have a plan for managing interruptions





What's most important to you when structuring your team meeting?

During the Meeting: Be Intentional

Ice breakers are more than a cliché



Put your focus on others



Yes, And





Don't skip the debrief

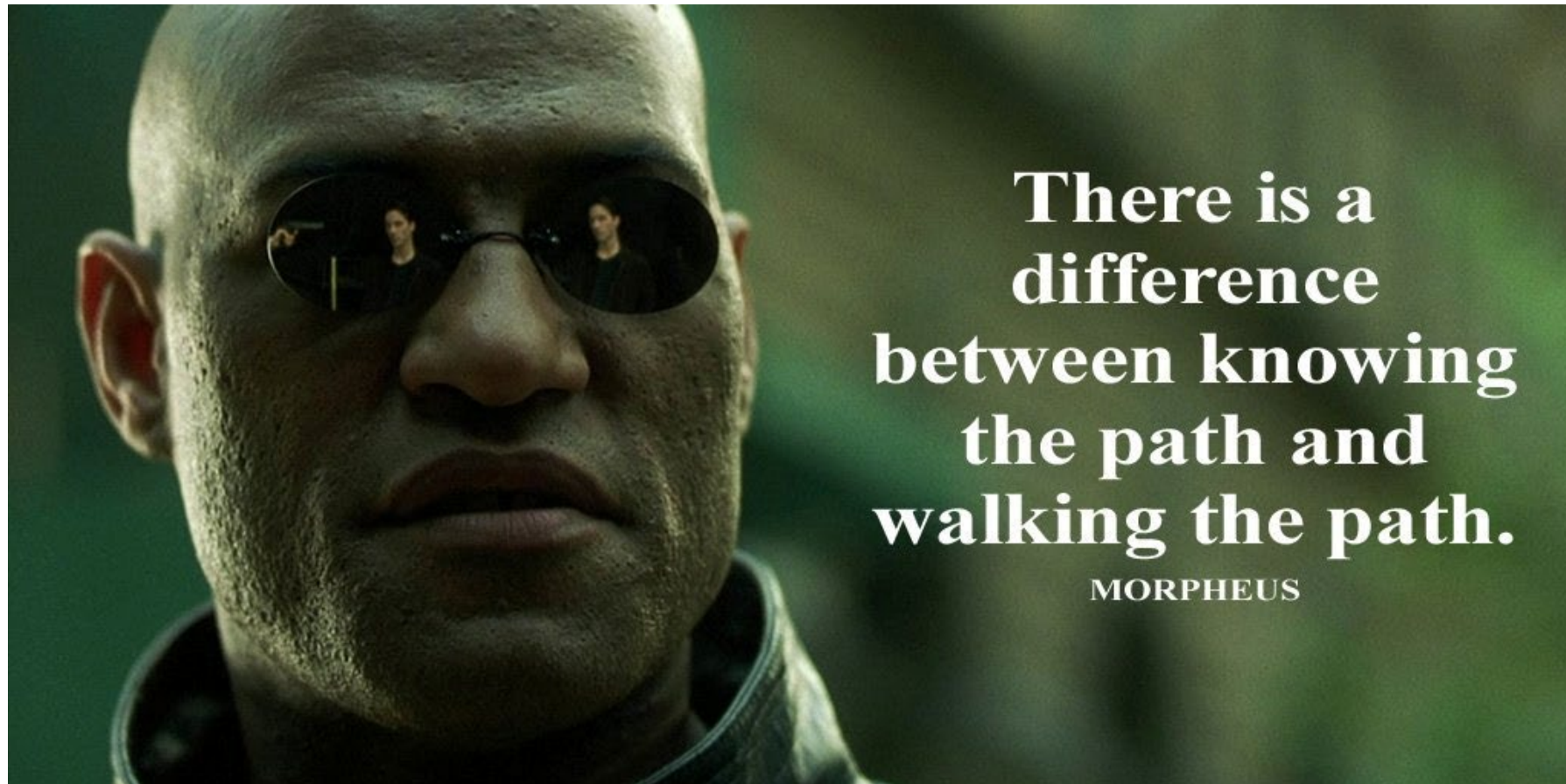


After the Meeting: Where the Work Begins

What happens after matters...



Not just follow up, follow through





“Which tools or strategies are you most excited to try?”

Design your next team meeting



Think about a real team meeting you have coming up.

At your table, each person will take a few minutes to reflect on:

- What's the purpose of the meeting?
- One thing you want to do differently before the meeting
- One thing you want to try during the meeting
- One thing you will follow through on after the meeting

Design your next team meeting



 Now, share your ideas at your table! Include:

- What challenges are coming up?
- Is there a meeting design problem you'd like help solving?



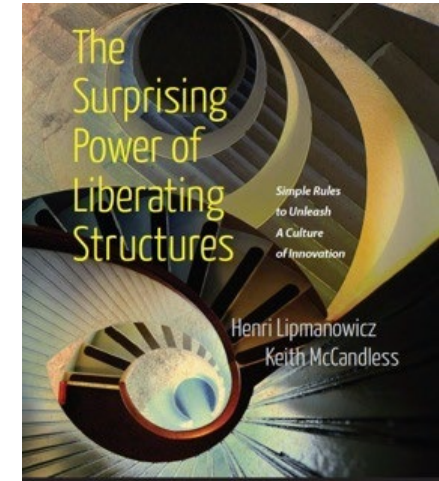
What's one thing you're going to try differently at your next team meeting?

Debrief: Key Takeaways

- Facilitation is a mindset — not just a method
- It's more about what you do before a meeting than during it.
- Use structured tools to fuel better discussion & decisions
- Be intentional: planning, being present, and following through



Tools to grow your facilitation skills



Tools For Your Meetings





Audience Q&A

① The Slido app must be installed on every computer you're presenting from

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Thank you!

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