

14 Guidelines to Improve Team Meetings

To make sure we get the most out of our team meetings, get along with team members and continue to enhance the rapport, relationships and connections we have with others on our team, here are 14 common guidelines that effective teams share

Guidelines explain behaviors that we expect of each other and that will help us reach our desired goals. Every group or team has expected behaviors. The most effective teams choose the behaviors consciously, monitor them and use them to work on improving their collective behavior.

One of the first things I do when I deliver a seminar or facilitate a workshop in this area is to work with the team to come up with a consensus of behaviors that everyone can live with. I would recommend that you sit down with your team and do the same. This will make it clear to everyone what is appropriate and what is not. It will also make your meeting more positive and productive.

- Listen – You have two ears and one mouth. By listening everyone has a chance to participate and everyone understands the other team members concerns, challenges and points of view
- Stay focused – Don't get off track at meetings. Stick to the subject at hand
- Respect the rights of others to hold opinions different than your own
- Don't take it personally
- Perceptions are facts to the perceiver and will be treated as such. In other words perceptions are reality
- Discuss a subject sufficiently for clarity; limit war stories and keep them to the point
- Suffering is your own option – Instead of complaining, offer suggestions
- Leave your stripes at the door – Don't intimidate with rank
- Maintain and enhance the self-esteem of others
- No cheap shots or personal attacks
- Try something new – Ask, discuss, disagree – look outside the box
- Accept discomfort – Look outside your comfort zone
- Honor confidentiality
- Disagree without being disagreeable

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