



Conversation Starters

for more effective team meetings

Our Team Meetings course equips leaders with a personalized plan of action and best practices for leading team meetings that participants will find valuable, informative and appealing.

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Perhaps you have an upcoming team meeting that you are hosting or you have a discussion with a direct report or peer and would like to help them increase their team meeting effectiveness. Or maybe you'd like to host a group discussion to gather feedback on your team meetings or simply self-reflect on your effectiveness as a leader. Whatever the scenario, the questions in this guide can be used to stimulate meaningful discussion and insight into the behaviors used to influence others.

As a leader, it's important to recognize that leading effective team meetings is an iterative, lifelong practice. Although some people may naturally engage and motivate groups through structured and purposeful meetings, no great leader is successful without making thoughtful, dedicated attempts to hone the necessary skills and characteristics required to lead team meetings with intention.

Preparation Plan

- As a leader, do you intentionally plan the outcomes you hope to achieve prior to team meetings?
- When planning to lead a team meeting, do you create a structured plan to execute, write a few notes to follow or conduct offhand?

As the leader and architect of your team meetings, you can implement a thoughtful, new structure for why, how and when to conduct your meetings.

- Do you regularly ask meeting attendees to contribute to the meeting agenda? If so, what are their responses and have you acted upon them?
- Do you often arrive at meetings unprepared? What contributes to that being the case?
- Are there certain types of meetings that you find yourself more prepared for than others? Describe the meetings you tend to prepare more for and why.
- As the leader, are you clear with other meeting attendees on how they should prepare for the meetings you host? Provide an example of how you create clarity for others.

Meeting Logistics

- Can the goals of your meeting be achieved asynchronously? If no, why not? If yes, what tools can you use to convey the information?

- What steps do you take to determine the duration of each meeting?
- If this is a recurring meeting, how have you determined the meeting frequency?
- What tools does your organization offer or prefer for conducting asynchronous information exchange?
- How often do you evaluate the duration and frequency of your team meetings? Do your meetings suit the current needs of your team?

Meeting Blueprint

- What behaviors do you think an excellent meeting attendee displays? Do you model these behaviors in meetings?
- Do you provide an agenda ahead of meetings? What value does an agenda provide?
- Are meeting attendees actively engaged during your meetings? How can you tell?
- If you find that meeting attendees are disengaged, how do/can you invite feedback?
- How much time do participants spend speaking or asking questions in team meetings? Are the meetings typically announcements or collaborative discussions?
- What icebreaker activities have you used or seen used successfully? What made them successful?
- If your team meetings are hybrid or remote, do you see any potential challenges to collaboration that should be addressed?

Meeting Derailers

- Are you following your agenda during meetings, allowing meetings to begin and end on time and covering the required topics? If not, what is preventing this from happening and how can you correct it?
- What are some actions you can take to prevent participants from straying away from the established agenda topics and time limits?
- What are some actions you can take to encourage attendees to participate and engage in the team meeting?
- What are some actions you can take to ensure participants are not multitasking and are focused on the team meeting? Are you currently modeling these behaviors?
- What are some actions you can take to ensure participants are prepared for your team meeting?

Self-Reflection

- How often do you reflect on your team meeting approach? What value does reflection provide?
- Which aspects of your team meeting approach are working well that you want to continue or enhance? How do you know they are working well?

- Which aspects of your team meeting approach aren't working or could be improved upon? How did you reach that conclusion?
- What feedback have you received on your team meetings from your team, peers or leader?
- Describe any feedback that surprised you or uncovered blind spots to your team meeting approach.
- When was the last time you tried something new in a meeting to energize your team? How did it go? If you haven't tried anything new, what is preventing you?

Want to Learn More?

Team Meetings explores a personalized plan of action and best practices for effective team meetings by intentionally focusing on personalization and peer learning. Through discussion, reflection and application, participants develop and elevate their leadership skills to make team meetings more productive and engaging.

Visit us at [situational.com](https://www.situational.com) to learn about *Team Meetings* and explore our [private workshop](#) and [certification offerings](#)!

Team meetings are an important time to allow opportunities for connection, collaboration, planning and innovation.