How do we ensure our meetings are effective and engaging? This hands-on session will explore 14 essential steps for making in-person and virtual meetings more engaging, interactive, and fun. We will explore how to increase the energy, engagement, and success of our meetings and events, whether it's through lessons learned, planning, lunch and learns, classes, or any other event.

Imagine being able to say, "that was a FUN event!" Join us and explore how we can do this.
At the conclusion of this session, attendees will be able to:
List techniques to apply to meetings to make them fun;
Identify events where they can apply and practice these techniques; and
Organize more productive and outcome oriented events.



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- This presentation is for registered attendees of the PMI® Global Summit 2023.



## Learning Objectives

At the conclusion of this session, attendees will be able to:

- List techniques to apply to meetings to make them fun;
- Identify events where they can apply and practice these techniques; and
- Organize more productive and outcome-oriented events.



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# AKA TEAM KATANU

TEAM katanu
by ARCLight + Capala



# Introduce Graphical Organizer for Attendees



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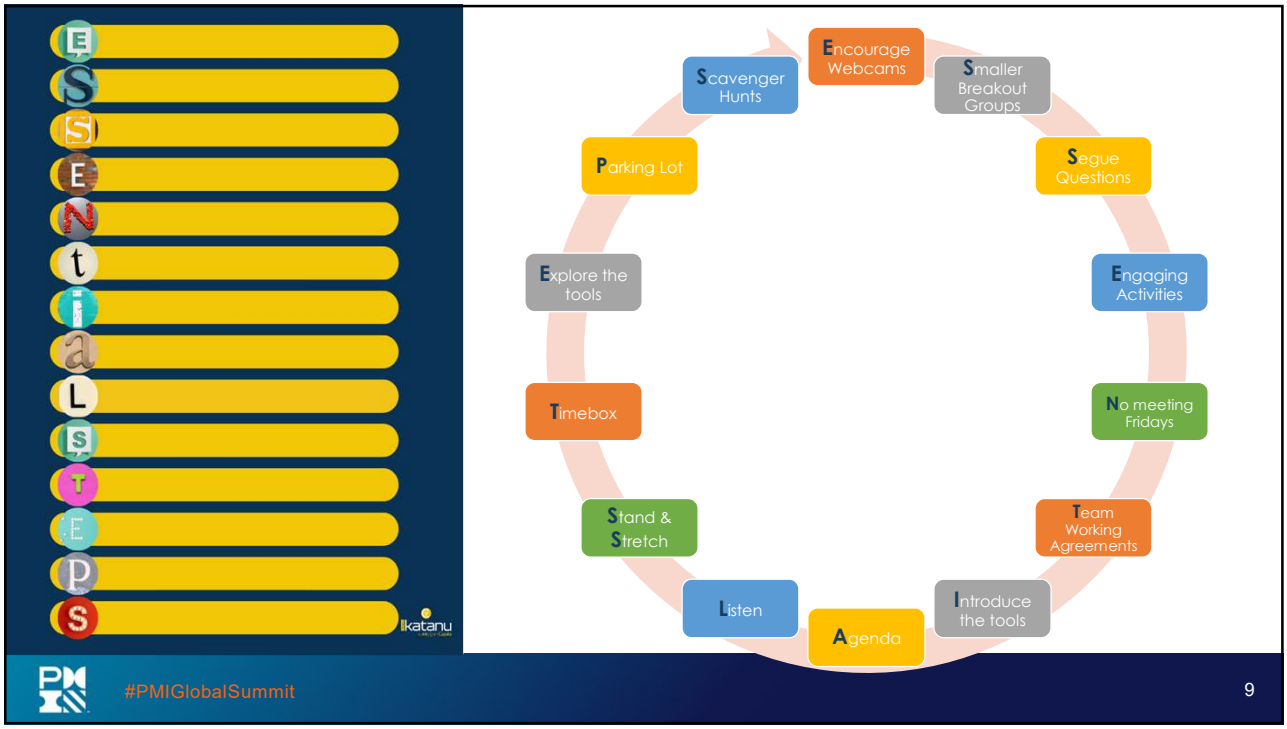
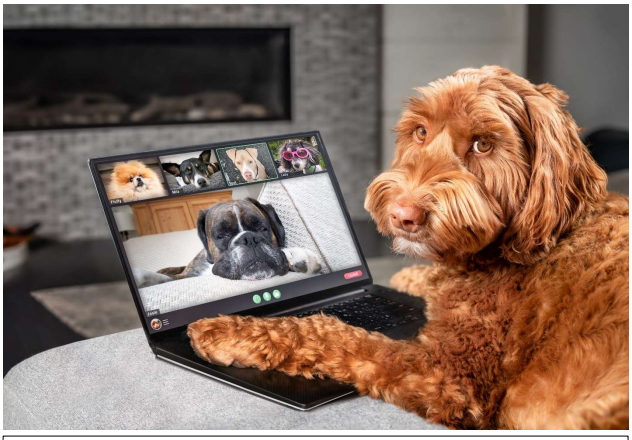



## 14 Essential Steps for Making Events More Engaging, Interactive & FUN!



Why This Topic?

3 of the words we hear repeatedly at our training & events are:

- FUN
- INTERACTIVE
- ENGAGING

We are passionate about maximizing attendee participation and learning in any event!

#PMIGlobalSummit 10

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**What was the most ineffective or the least engaging meeting you attended recently? What made it ineffective or boring?**

#PMIGlobalSummit 11

## 14 Essential Steps For Making Events More Engaging, Interactive & FUN!

#PMIGlobalSummit 12

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## #1 Encourage Webcams for Virtual Events WHY?

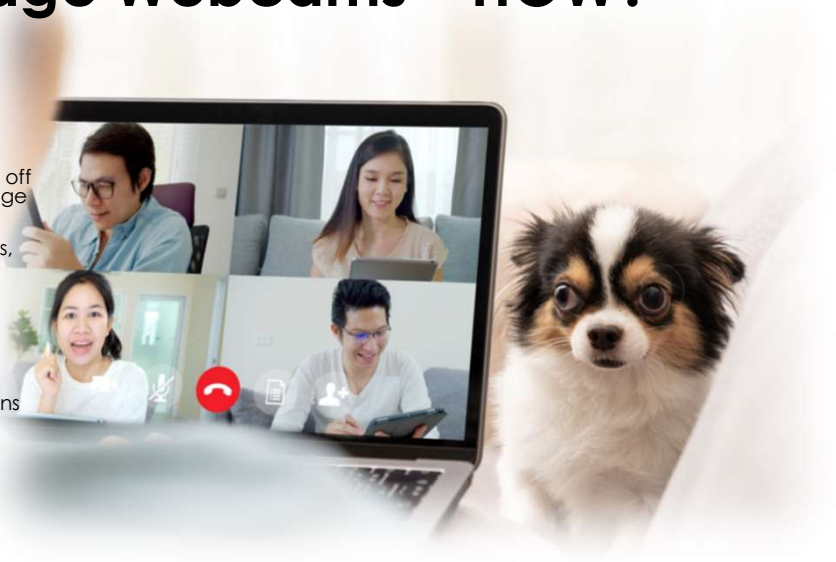
- Holds everyone accountable and focused and limits multitasking
- Creates better connections and engagement with your team
- Offers a way to add more visuals and information to the meeting
- Minimizes any sense of isolation you may feel
- Helps you read what others mean beyond their words
- Motivates you to get dressed

https://www.goto.com/blog/6-reasons-turn-webcam-online-meetings



## Encourage Webcams – HOW?

- Lead by Example
- Working Agreements
- Encourage Backgrounds
- Let people know it's OK to turn them off if kids, pets etc. come in (or encourage them to introduce them to us!!)
- Company stipend if needed for lights, decent webcam etc.
- Set the expectation ahead of the meeting – include it in invite etc.
- Make sure people aren't listening to someone talk at them for 60 minutes
- Consider shorter meetings – try 45 mins
- Make sure the meeting is engaging, focused & FUN!!
- Start meeting with webcams on and they are more likely to stay on – See step # 3 – Segues!!





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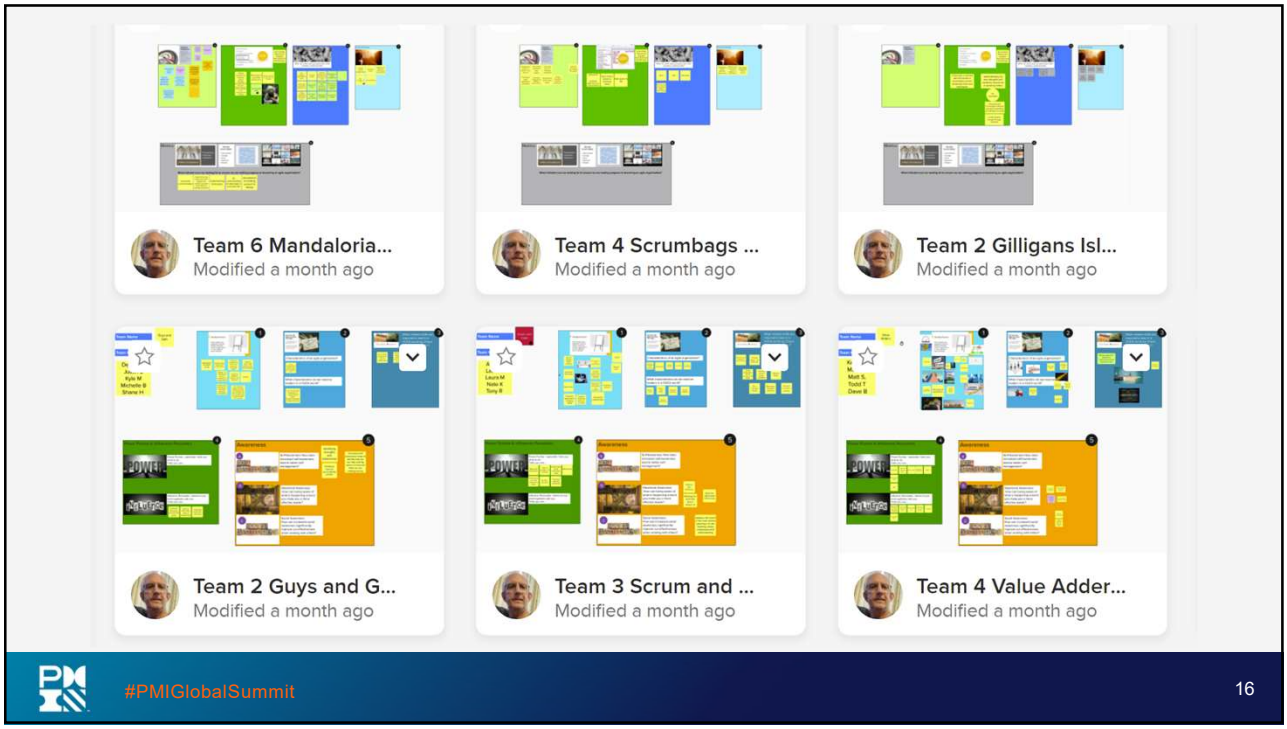


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# #3 – Segue Questions

(Ice Breakers)

For Quick Meetings – 1 Word Questions or Chat Storms

What incredibly common thing have you never done?

What takes a lot of time but is totally worth it?

What's your best "my coworkers are crazy" story?

We have a time machine – where are you going with it?

What are you binge watching now?



# 1 word that describes today for you?

| | | | |
|---|---|---|---|
| Learning | Learning | reflective | informative |
| Engaging | Relevant | Awareness | Involving |
| Enlightened | informational | Insightful | Knowledgeable |
| Informative | Thought-provoking | Leadership-ing | Insightful |
| Informative | insightful | learning | Learning |



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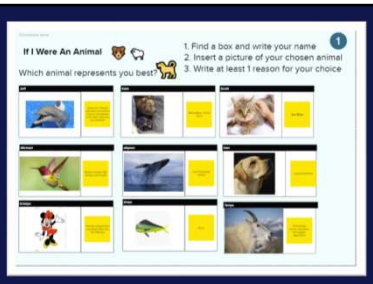
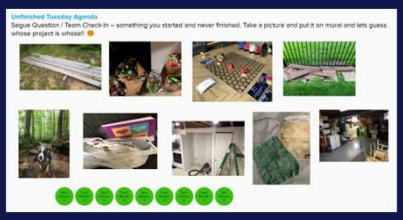


# Interactive Segues For Classes / Longer Remote Meetings






# Combine Smaller Breakouts with Segue Questions

**Round 1:** What is something new you recently learned? If money was no issue, how would you spend your time?

**Round 2:** What is one of the kindest things someone has ever done for you? What risk are you happy you took?

**Round 3:** What makes you lose track of time? What can you do now that you could not a year ago?



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# #4 Engaging Activities



# Different Activities

- Scoring
- Matching
- Words & Images Exercises
- Fill-in the blanks quiz
- Create Acronyms e.g. 14 ESSENTIAL STEPS

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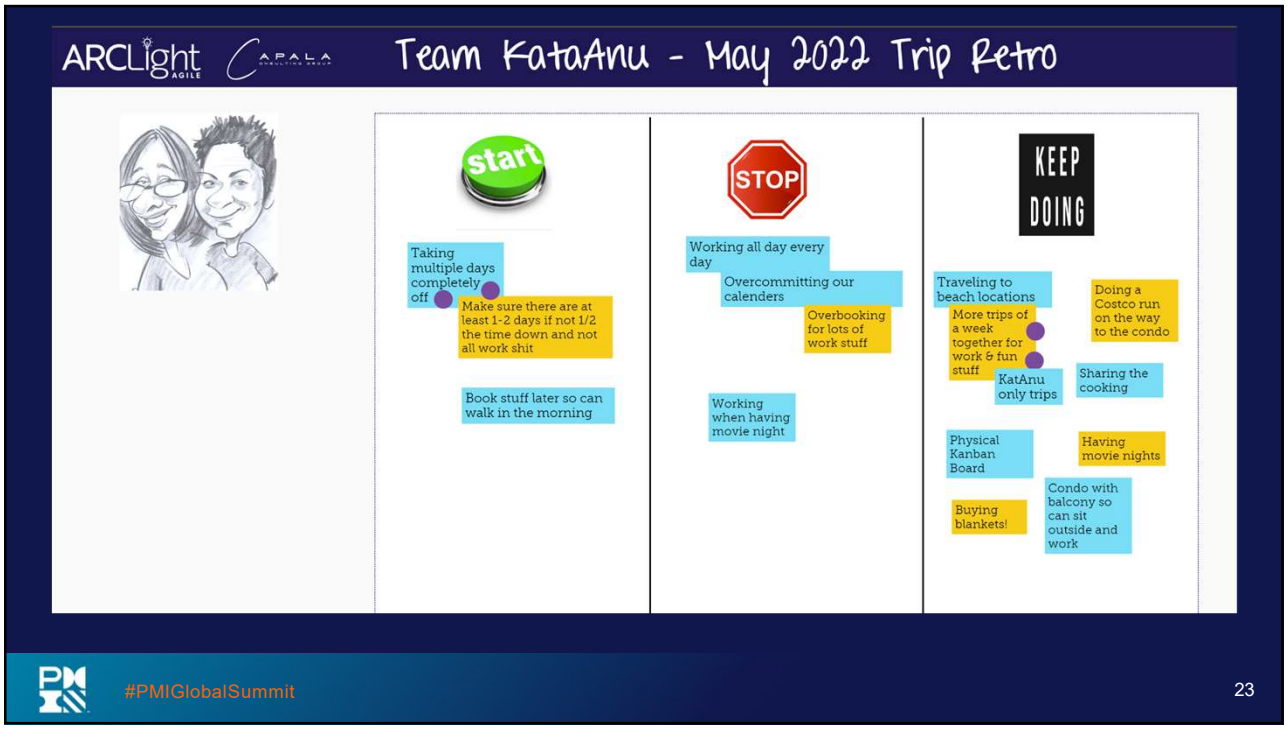

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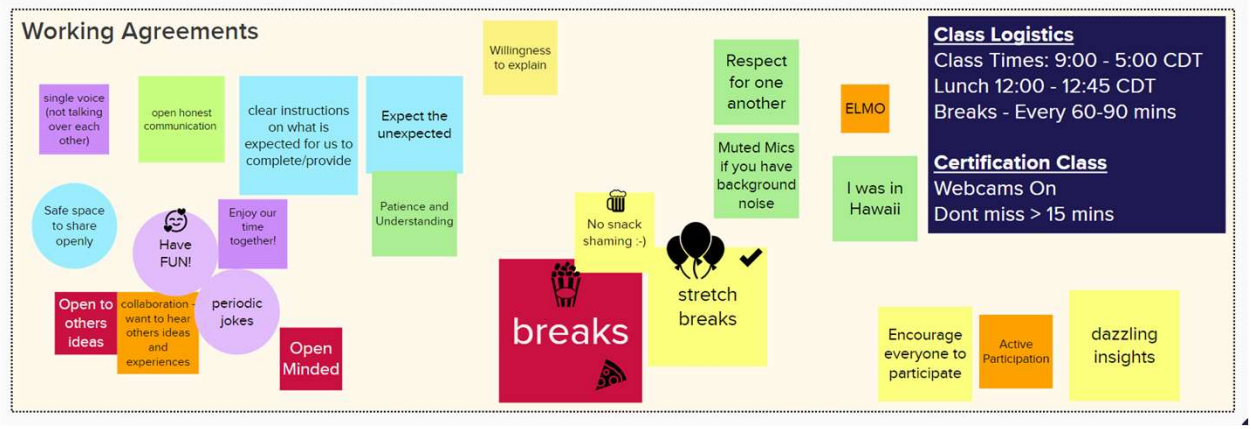
# #6 Team Working Agreements






# Working Agreements

- Webcams On
- Backgrounds
- Expect the unexpected
- ELMO

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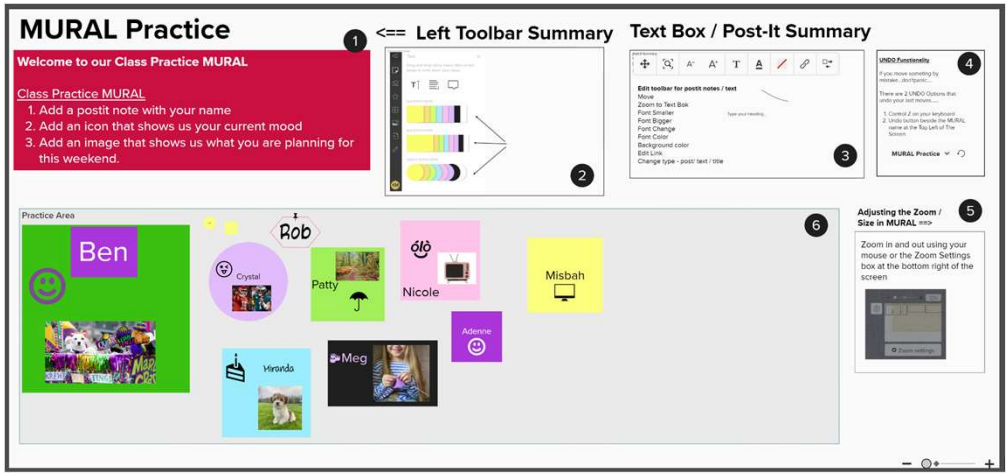
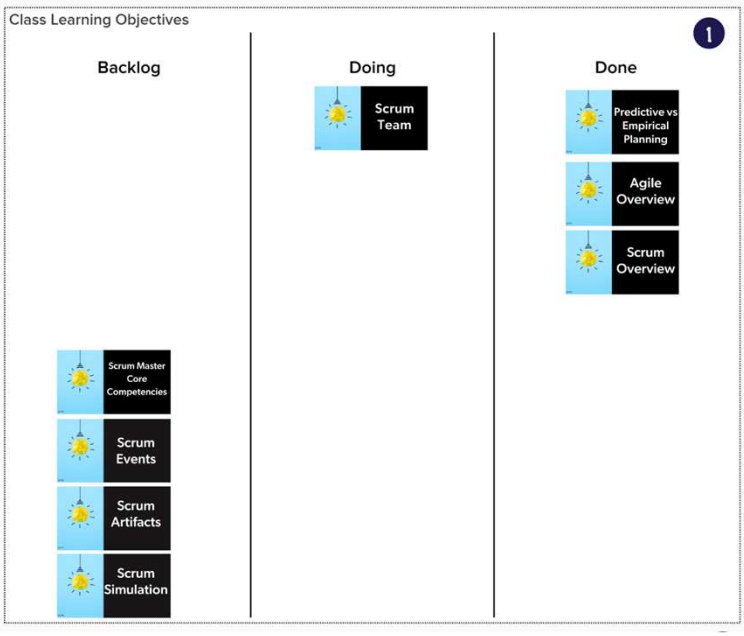
# #7 Introduce the Tools






# # 8 Have a Visual Agenda



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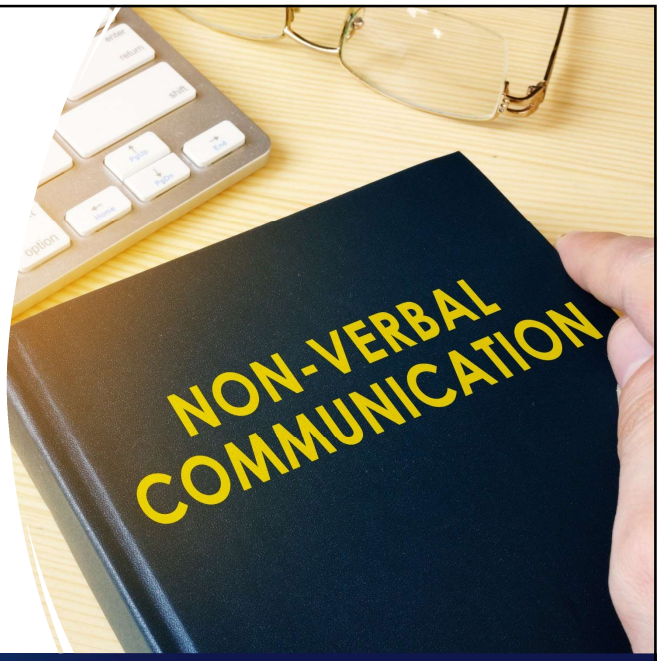
# #9 Listen
## 7-38-55 Rule
Dr Albert Meherabian

7% Verbal communication
38% Voice Tonality & Facial Expressions
55% Body Language






# 12 ACTIVE LISTENING SKILLS

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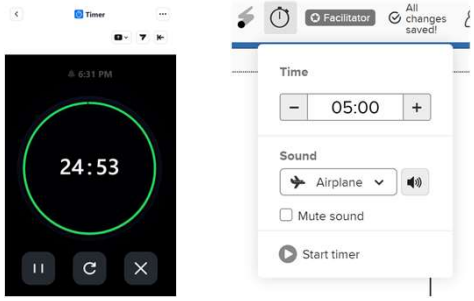
## #10 Stand & Stretch



## #11 Make sure it's Timeboxed & you have regular breaks



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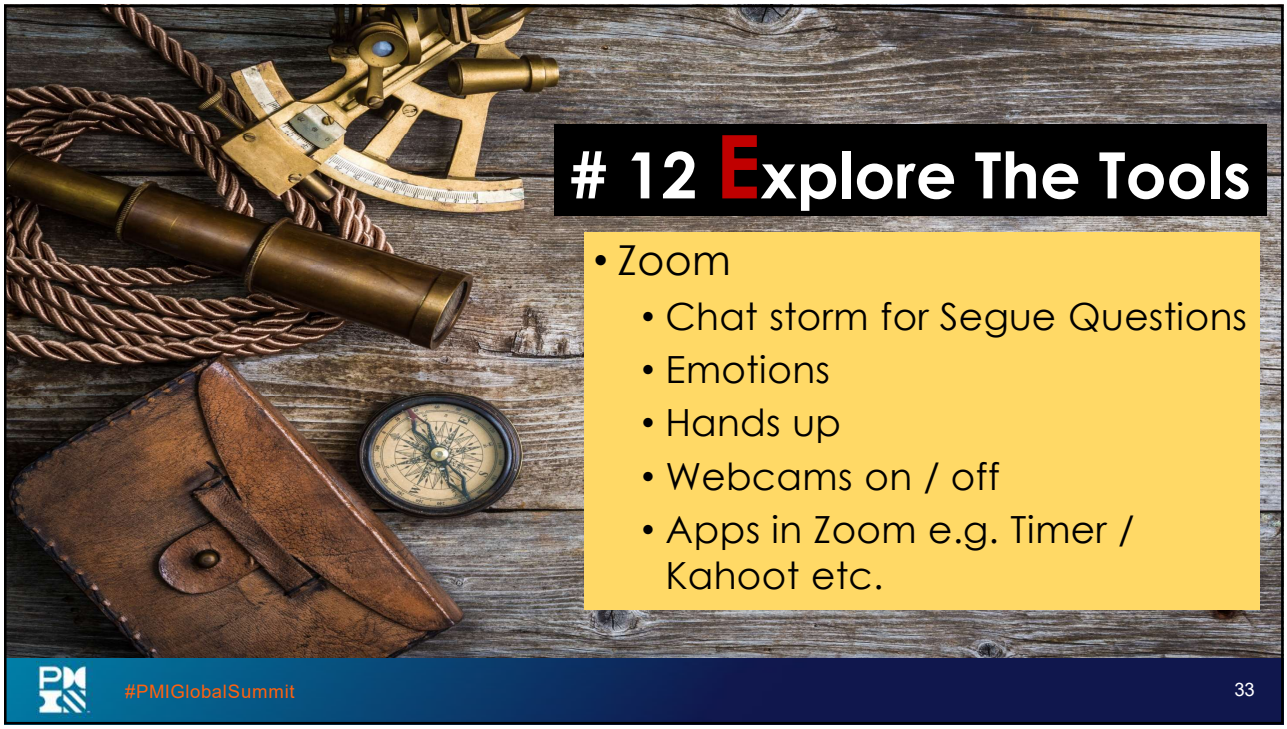


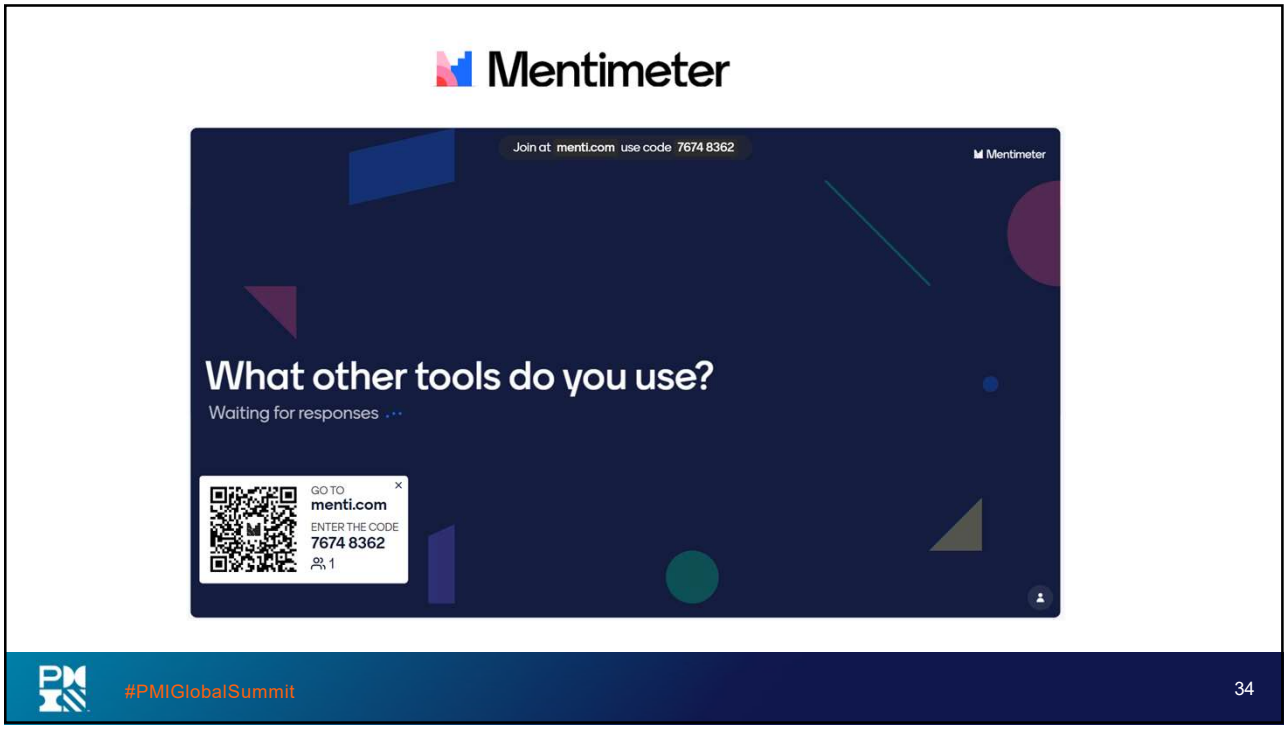


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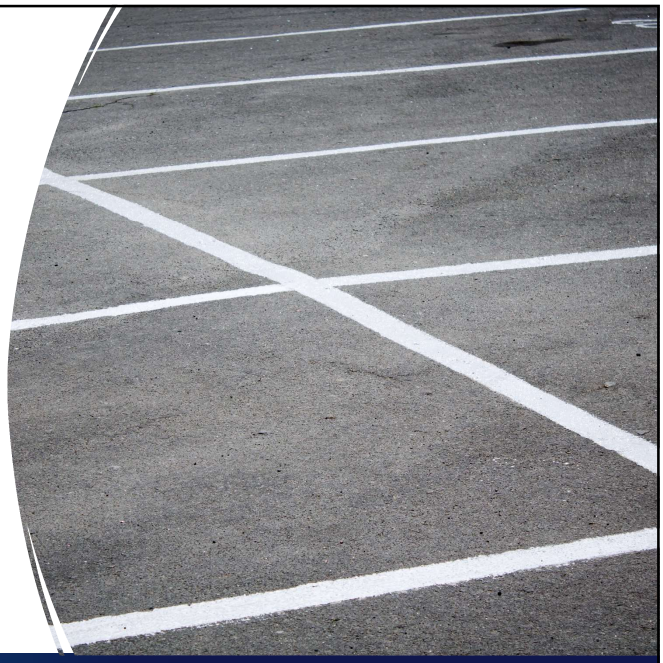
# #13 Parking Lot



Keep meeting focused using parking lot

Make sure you leave time at the end to revisit parking lot:

- Discuss
- Schedule another meeting
- No longer relevant

# #14 Scavenger Hunts at Breaks

- Shout Out - Give me a color / Give me a shape. Now find a purple circle etc.!
- Favorite Cup / Beverage Holder
- Favorite Hat / Headgear
- Show us something from your desk that tells us a bit about you



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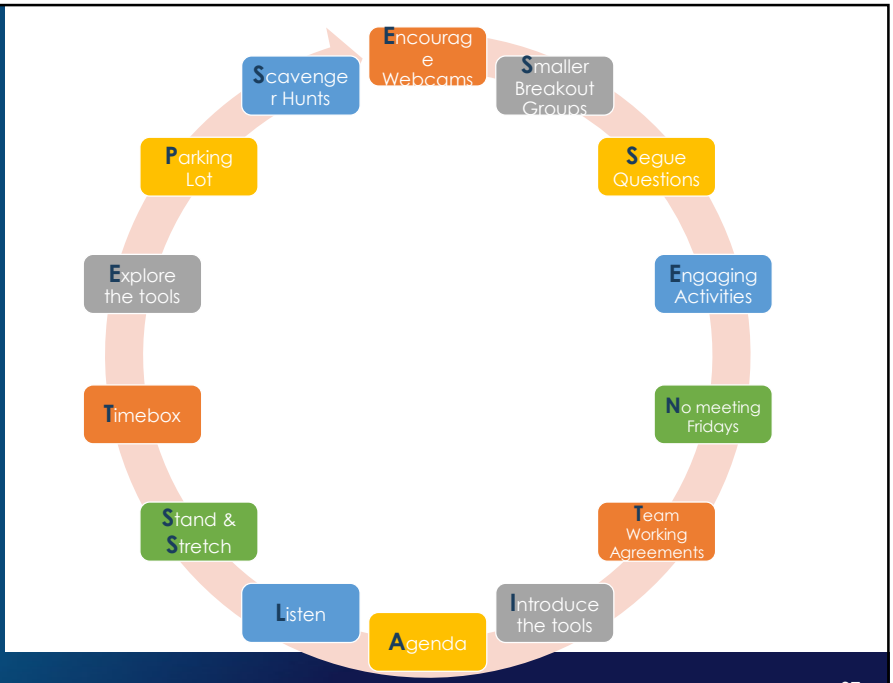
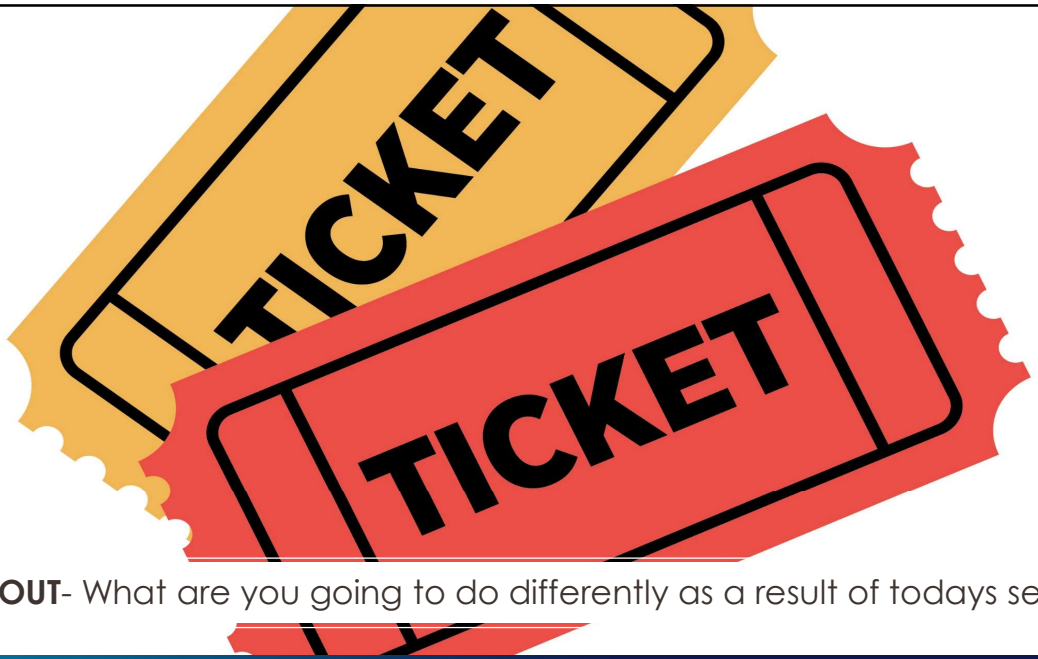
## Segue Question

What was the most ineffective or the least engaging meeting you attended recently? What made it ineffective or boring?






**TICKET OUT**- What are you going to do differently as a result of todays session?



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# Thank You!



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