

# **Great Conversations - Learning Group Guide**

Chapter 5

## **Inspired meetings**

# Agenda

Thirty-minute timeline

Time	Activity
5 minutes	<b>Check-in</b> Everyone answer: How have you changed the way you participate in meetings?
5 minutes	<b>Group agreements</b> Review your agreements and make sure they are working for you. Consider what you learned about meetings in this chapter and see what you might want to apply to this final learning group session.  Adjust and update agreements as needed.
15 minutes	<b>Discuss learning from Exercises and Actions</b> Remind yourselves about exercises and actions from this chapter and refer to notes you made as you went through the online material.  <b>Debrief questions:</b> <ul style="list-style-type: none"> <li>• What have you noticed about how meetings go off track?</li> <li>• What would improve meetings that you are regularly a part of?</li> <li>• What have you done differently to inspire meetings you have been in?</li> </ul>
5 minutes	<b>Closing</b> Each person share: My top takeaways from this whole Great Conversations module. My commitment for creating inspired meetings. What I appreciate about this group and the way we have supported each other through this module.

## In this chapter you will learn:

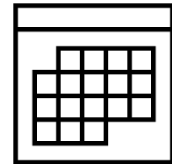


- to rein in disruptive emotions that can derail a meeting
- to capture and hold people's attention throughout a meeting
- to ensure everyone is aligned and using the same communication style

## Try it this week:

As you attend and lead meetings this week, notice the dynamics in the room.

1. Take the opportunity to use the strategies you've identified to create inspiring meetings.  
See the online pages to support you to make the plan.
2. Reflect on the colleagues in your team and how their brains impact meetings. Ask yourself:
  - Whose toxic behaviours dominate a meeting?
  - Who hijacks meetings according to their emotional needs?
  - Who are the go-to people for increasing positivity?



## To take your learning further:

1. Write down your key learnings from this chapter and the strategies you plan to try and take them to your **learning group** meeting to discuss.

# Be SAFE and Certain



**B**elonging



**S**tatus



**A**utonomy



**F**airness



**E**xpectations



**C**ertainty



**Threats**

Cortisol  
Adrenaline



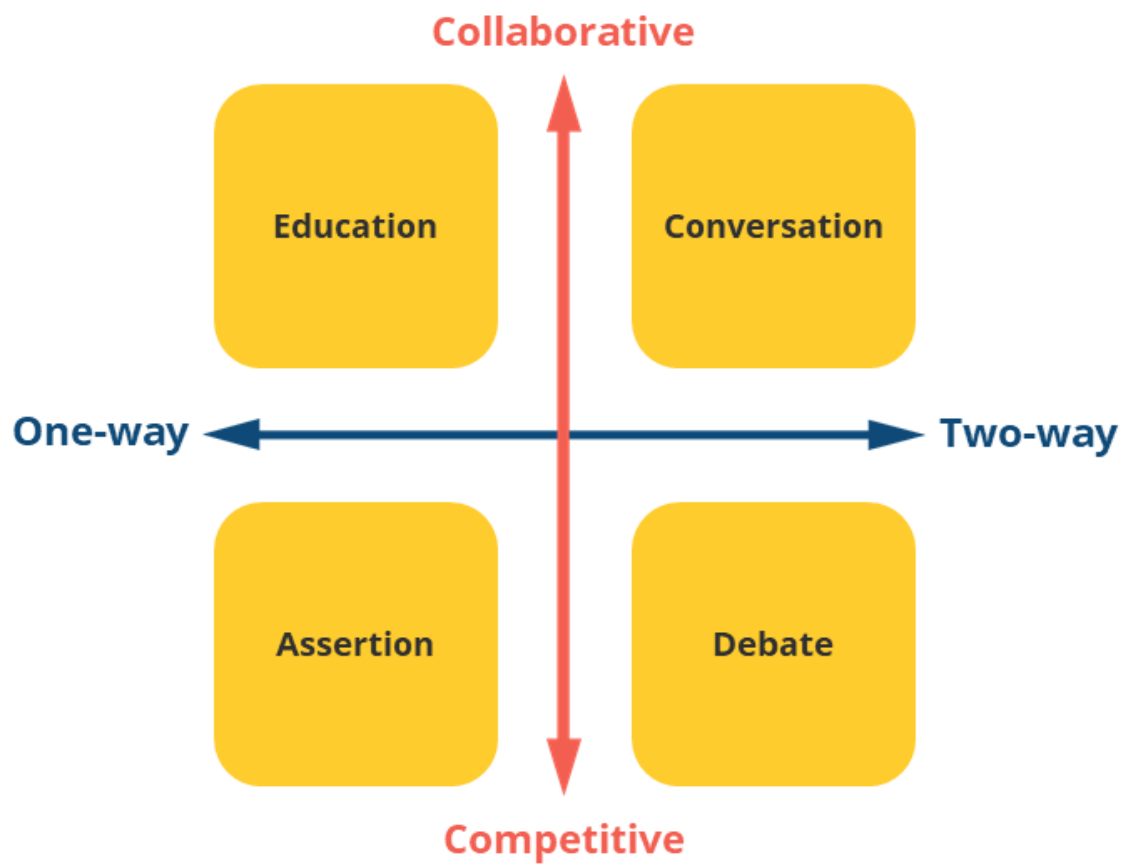
**Rewards**

Dopamine

## ABC of Mindfulness



# Styles of Communication



## Feel – Know - Do

