



# Global Summit 2023

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

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AKA Team KatAnu

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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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2

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## 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.

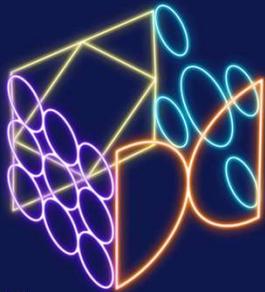




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Certified Scrum Trainer & Agile Coach

President - Capala Consulting Group



# Capala

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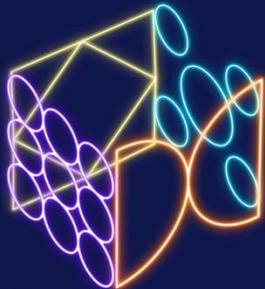
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# ARCLight

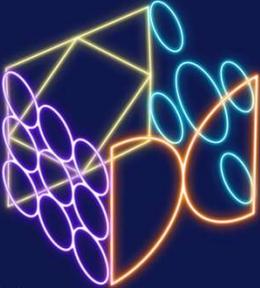
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6

# AKA TEAM KATANU

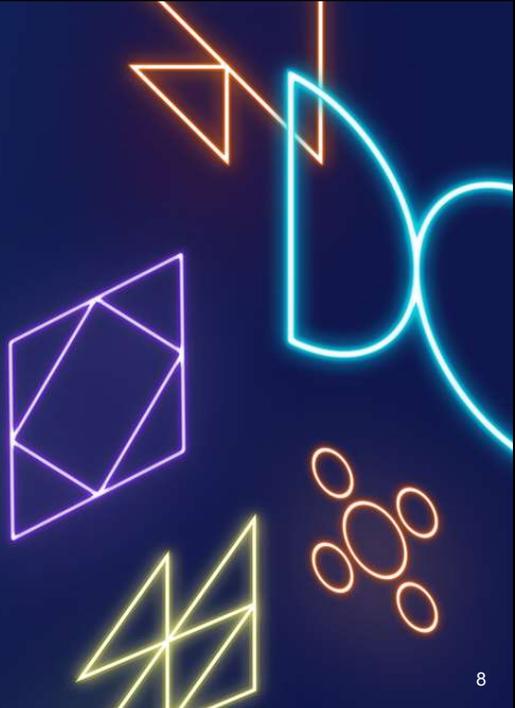


TEAM **katanu**  
by ARCLight + Capala

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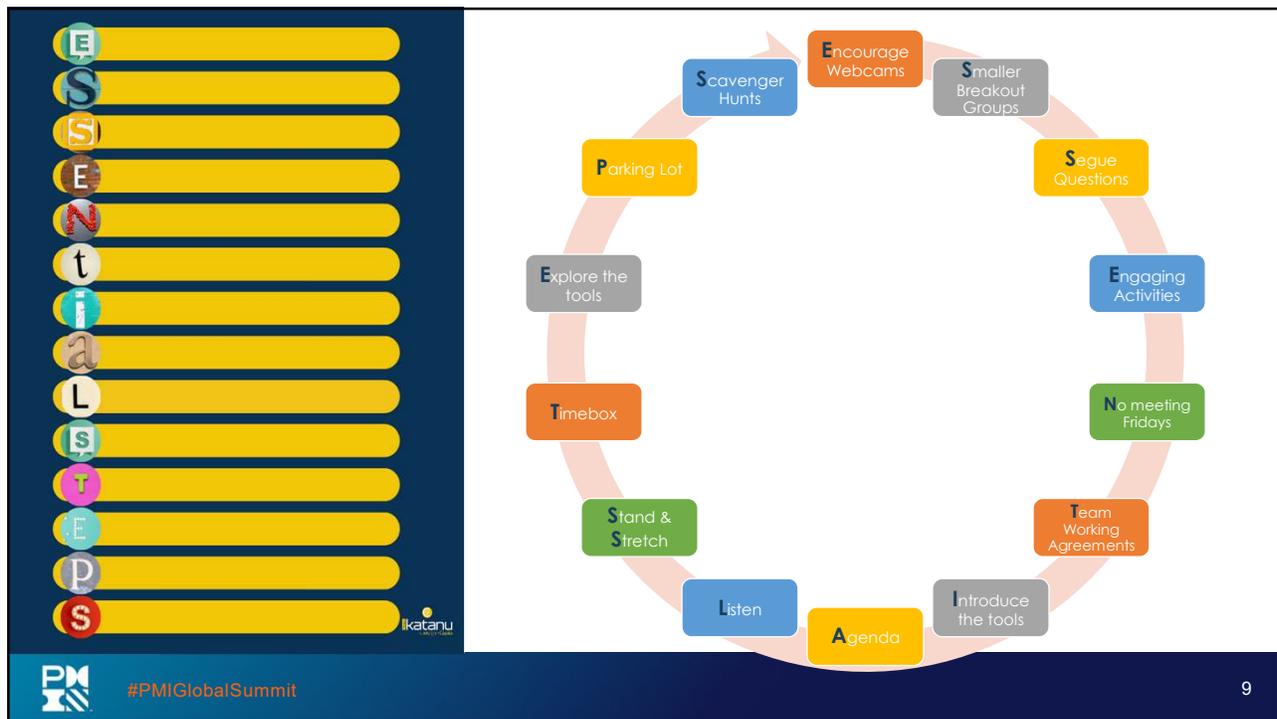
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# Introduce Graphical Organizer for Attendees

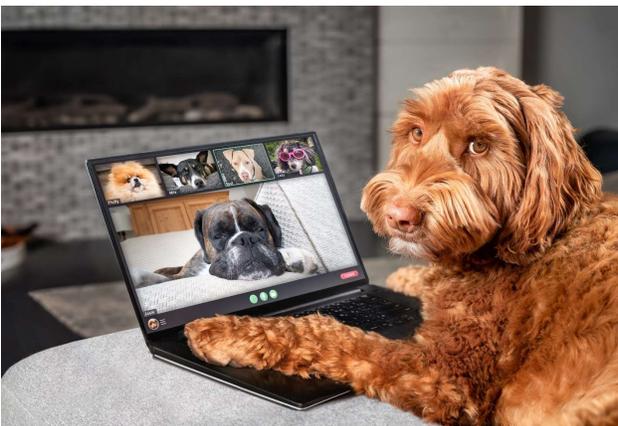


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8



## 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!



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



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11

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



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12



## #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

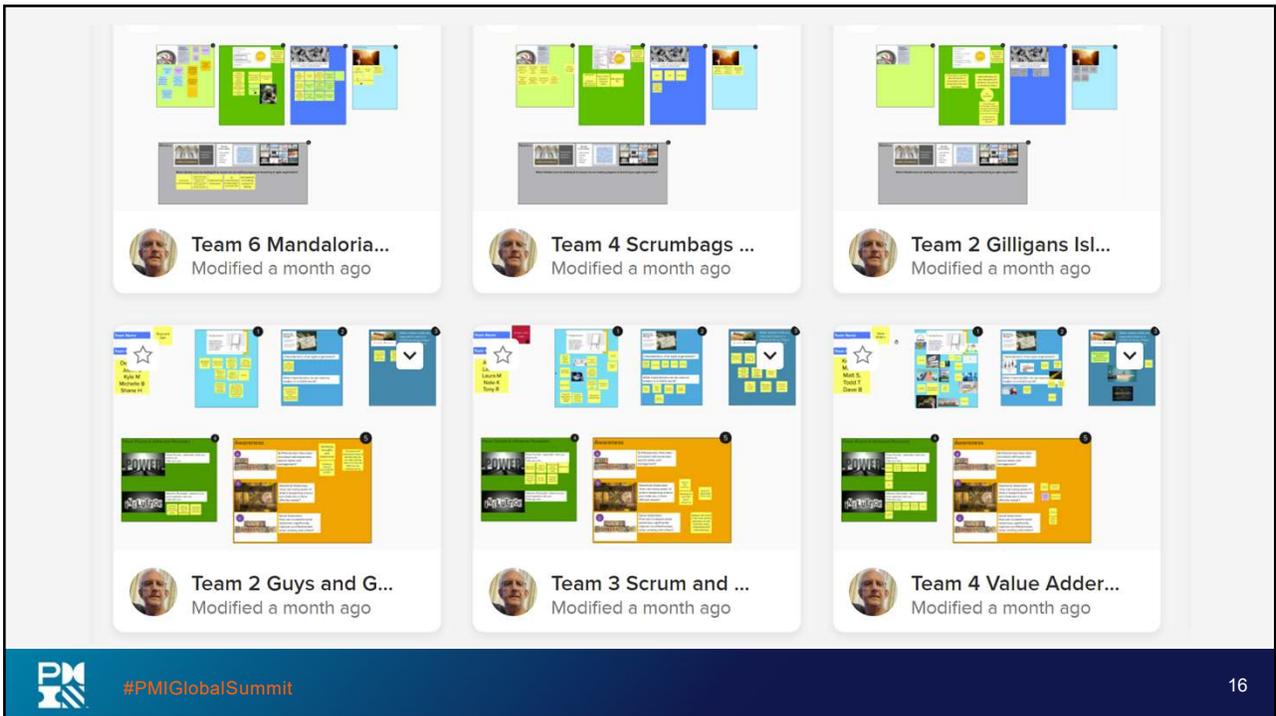

<https://www.goto.com/blog/6-reasons-turn-webcam-online-meetings>
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## Encourage Webcams – HOW?

- 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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14





## #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?

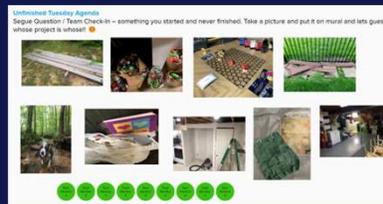


Learning	Learning	reflective	informative
Engaging	Relevant	Awareness	Involving
Enlightened	informational	Insightful	Knowledgeable
Informative	Thought-provoking	Leadership-ing	Insightful
Informative	insightful	learning	Learning





## Interactive Segues For Classes / Longer Remote Meetings



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19

## 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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20

**#4 Engaging Activities**

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# Different Activities

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

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ARCLight AGILE CAPALA Team Katanu - May 2022 Trip Retro

**start**

- Taking multiple days completely off
- Make sure there are at least 1-2 days if not 1/2 the time down and not all work shit
- Book stuff later so can walk in the morning

**STOP**

- Working all day every day
- Overcommitting our calendars
- Overbooking for lots of work stuff
- Working when having movie night

**KEEP DOING**

- Traveling to beach locations
- More trips of a week together for work & fun stuff
- KatAnu only trips
- Physical Kanban Board
- Buying blankets!
- Doing a Costco run on the way to the condo
- Sharing the cooking
- Having movie nights
- Condo with balcony so can sit outside and work

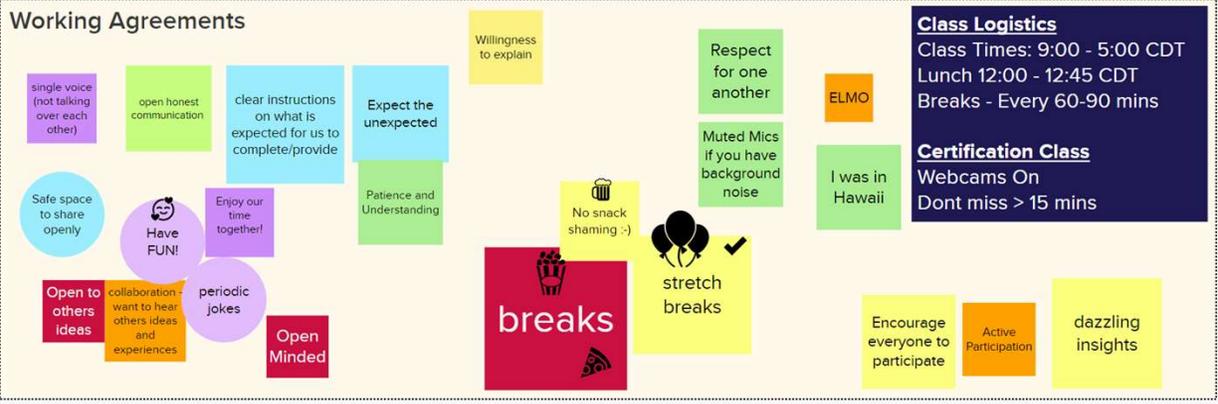
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**NO MEETING.**

#5 **N**o Meeting Fridays

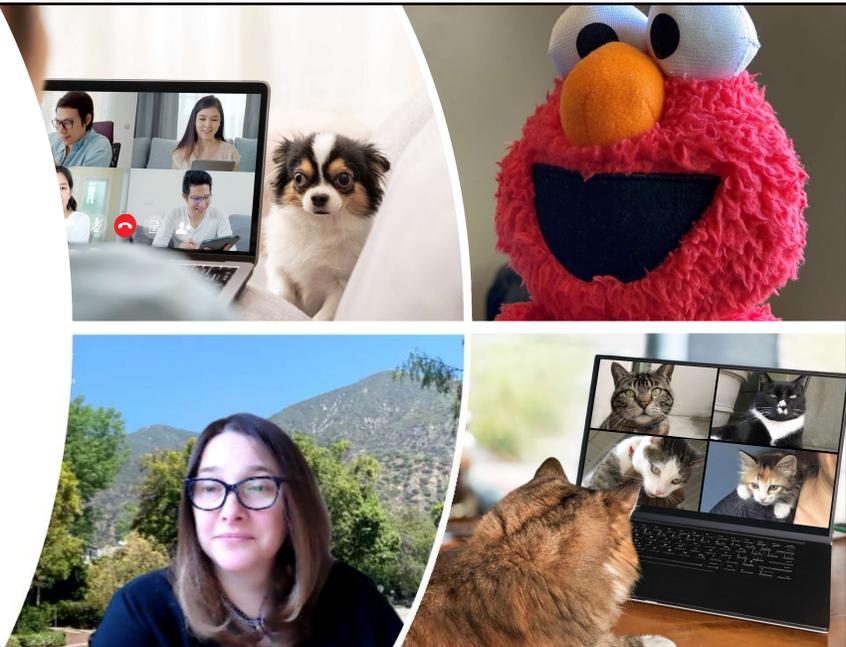
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# #6 Team Working Agreements



## Working Agreements

- Webcams On
- Backgrounds
- Expect the unexpected
- ELMO



# #7 Introduce the Tools

**MURAL Practice**

Welcome to our Class Practice MURAL

**Class Practice MURAL**

1. Add a post-it note with your name
2. Add an icon that shows us your current mood
3. Add an image that shows us what you are planning for this weekend.

**Left Toolbar Summary**

**Text Box / Post-It Summary**

**UNDO Functionality**

1. Control Z on your keyboard
2. Undo (Control-Z) on the MURAL, shown as the top left of the screen

**Adjusting the Zoom / Size in MURAL**

Zoom in and out using your mouse or the Zoom Settings box at the bottom right of the screen

**Practice Area**

Ben, Rob, Crystal, Patty, Nicole, Misbah, Adenne, Veranda, Meg



# # 8 Have a Visual Agenda

**Class Learning Objectives**

Backlog	Doing	Done
	Scrum Team	Predictive vs Empirical Planning Agile Overview Scrum Overview
Scrum Master Core Competencies Scrum Events Scrum Artifacts Scrum Simulation		

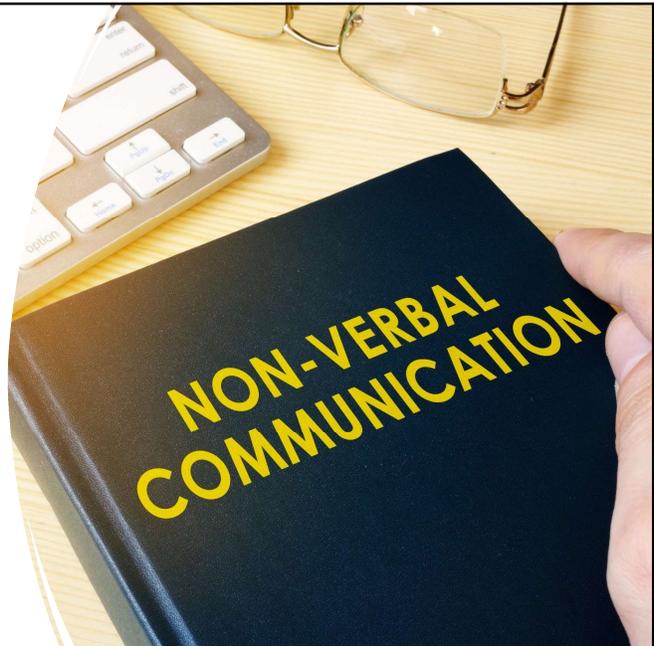


# #9 Listen

## 7-38-55 Rule

Dr Albert Meherabian

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



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29

## 12 ACTIVE LISTENING SKILLS



PAY ATTENTION



DON'T INTERRUPT



SUMMARIZE



MAINTAIN  
EYE CONTACT



SHOW INTEREST



REQUEST  
CLARIFICATION



USE POSITIVE  
BODY LANGUAGE



PARAPHRASE



WITHHOLD  
JUDGEMENT



SHOW EMPATHY



ASK OPEN ENDED  
QUESTIONS



SHARE



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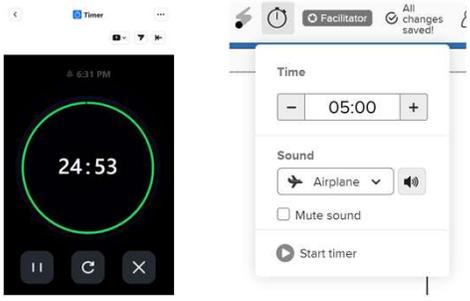
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#10 **S**tand & Stretch

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#11 Make sure it's **T**imeboxed & you have regular breaks



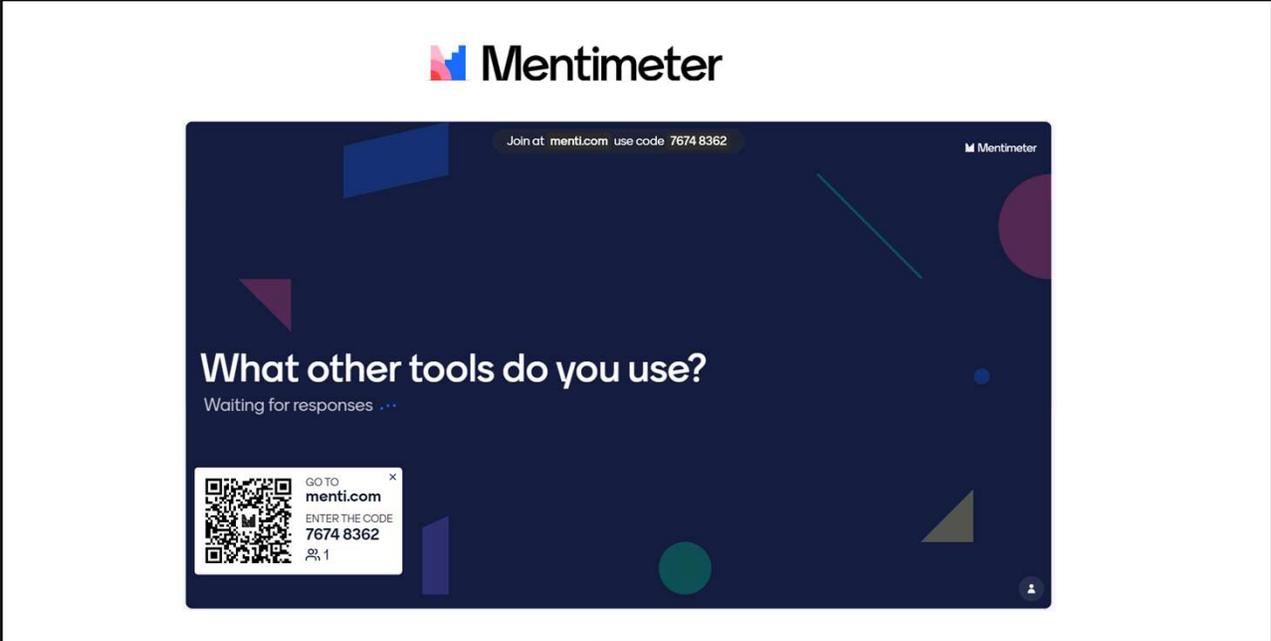
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## # 12 Explore The Tools

- Zoom
  - Chat storm for Segue Questions
  - Emotions
  - Hands up
  - Webcams on / off
  - Apps in Zoom e.g. Timer / Kahoot etc.

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Mentimeter

Join at [menti.com](https://menti.com) use code 7674 8362

### What other tools do you use?

Waiting for responses ...

GO TO [menti.com](https://menti.com)  
ENTER THE CODE  
7674 8362

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## #13 **P**arking 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



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35

# SCAVENGER



## #14 **S**cavenger 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

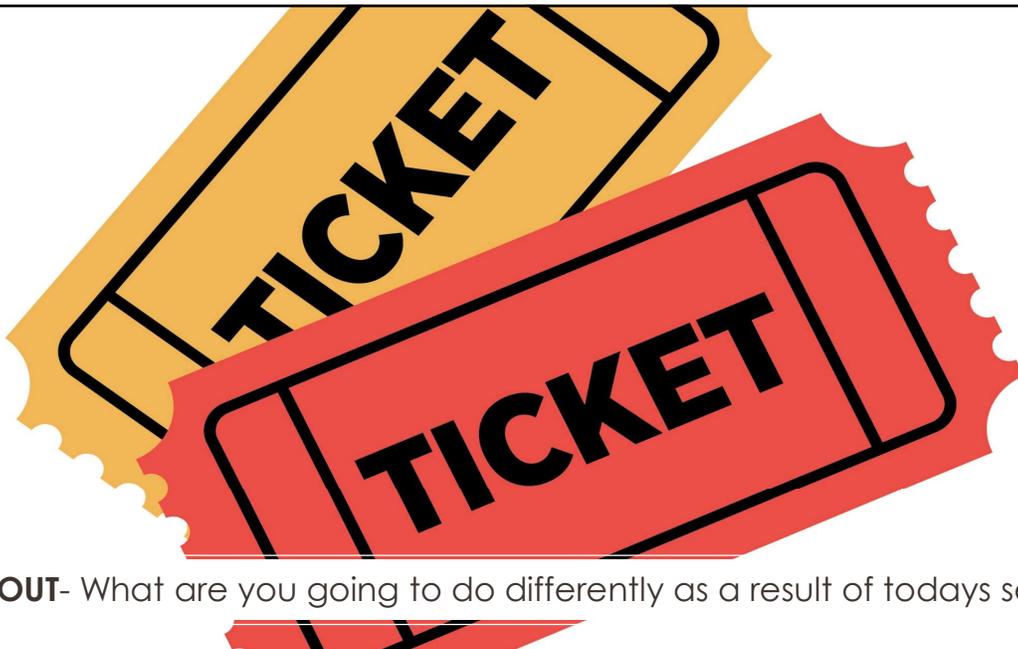


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36

## 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 today's session?



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**Thank You!**

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