Committee Meeting Makeover

with Erin Gallimore

Retool the Agenda
Look to the Future
Connect to the Mission
Agenda

Introduction
Polling 1

3 Keys to Re-Engagement
Download Session 1
Breakout Session 1
Breakout Debrief 1
Polling 2

ABC's of the Agenda
Download Session 2
Breakout Session 2
Breakout Debrief 2

Close
1) Build Relationships

Connect/Story

Validate & share

Stay Connected
Session 1: 3 Keys to Re-engagement

2) Meet them where they are

Goals/Contribution

Transparency with _____.

ERIN/CALLIMORE
Session 1: 3 Keys to Re-engagement

3) Appreciation

People are more likely to hold themselves accountable when...

How?
Reminder: People are NOT Robots. People are Messy!

One thing you plan to try?

Creative ways you can show Appreciation?

Your plan to meet your people where they are?
Breakout Session Instructions

1) Go through the following questions as a group.
   • Are you working in a home office?
         ○ yes - continue to next question
         ○ no - you are out
   • Are you dressed on top and in pj's below?
         ○ yes - continue to next question
         ○ no - you are out
   • Of the remaining group, who has the first birthday of the calendar year?
         ○ You are it! Write your name here - ________________.
         ○ You will find out more after the breakout session.

2) Go around the group and discuss one big takeaway from the session
   • the goal is equitable sharing - everyone getting time to share
   • practice active listening - try to focus on what others are sharing, and not planning what you are going to say

3) If you have more time, discuss your answers to the Download session
Letter A

The *Magic* is in the ___________.

Share/Delegate
ABC's of the Agenda

Letter B

What do people want

24 hours

Timed

Detailed

Designated
Incorporate ___________!
Reminder: People are NOT Robots. People are Messy!

How will you address the pre-planning?

Who will serve as your moderator?

How will you incorporate ________?
1) Go through the following questions as a group.
   - Do you have children in virtual school?
     - yes - continue to next question
     - no - you are out
   - Are you feeling a bit crazy?
     - yes - continue to next question
     - no - you are out
   - Of the remaining group, who has the last birthday of the calendar year?
     - You are it! Write your name here - __________________.
     - You will find out more after the breakout session.

2) Go around the group and discuss one big takeaway from the session
   - the goal is equitable sharing - everyone getting time to share
   - practice active listening - try to focus on what others are sharing, and not planning what you are going to say

3) If you have more time, discuss your answers to the Download session
Speaker Contact Info

Erin Gallimore

- Email: erin@eringallimore.com
- Website: www.eringallimore.com
- Join email list: Go to website, scroll to bottom of page.

WEF Contact Info

Dianne Crilley

- Email: DCrilley@wef.org