

# TEETCH

## Every meeting should have a POST!

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### **P is for purpose.**

Who is being invited and why? 'Who' breaks down further into three roles:

1. Decision Makers (DM),
2. Subject Matter Experts (SME) and
3. Stakeholders (SH).

There are occasions when two people can legitimately share the three roles as long as they recognise they're doing so.

### **O is for outcomes.**

Outcomes are deliverables from the meeting. You could also use 'Objectives' if the purpose of the meeting is the meeting itself (relationship building, social or perhaps a workshop where real work gets done. In this case the outcome is the completion of the work as defined beforehand, and the objective is the work itself). I use Outcome as a default as it is more results oriented than Objectives.

'Outcomes' breaks down further into three motives:

1. what do you want people to think,
2. feel or
3. do as a result of the meeting.

### **S is for structure; the big one!**

Structure defines what type of meeting it is (physical, telephone, video, etc), how the meeting is organised (agenda), how each item is organised (who is presenting, and how are they doing it) and how the entire meeting is run (group work, pair work, roaming 'chairperson', slides, flip charts).

Structure should include these five actions:

1. Effective meetings have three flip charts on the wall (actions agreed, decisions made and outstanding issues),
2. Detailed agenda:
  - a. who is speaking,
  - b. what are they saying,
  - c. how long are they on for (including question time)
3. Presenters should use the TPA 20 rule:
  - a. Introduce the Topic (what and why)
  - b. Get the attendees Participating in the topic in some way to help them 'uncover' the action for themselves
  - c. Finish by having the attendees note down any topic-related *Action*.
    - i. TPA must change every 20 minutes (maximum) as it is difficult for people to focus on the same topic for longer than that.
4. Effective meetings have a Timekeeper. The Timekeeper says the word 'Rolex' to let the current speaker know that they've got 30 seconds left to finish their section of the meeting. The Timekeeper is also responsible for parking any outstanding issues that do not get covered in their allotted time on the Outstanding Issues flip chart.
5. Meetings start at 5 past the hour and end at 5 to the hour (or 25 past if a 30 min meeting). Most meetings can achieve the same amount in 50 or 20 mins as they could in 60 or 30 mins. Starting them 5 mins late allows time for people to travel from their last meeting that ended on the hour or half hour. It also gives them time if they're early for a few minutes extra preparation.

### **T is for Timing.**

When does the meeting start and finish (5 past and 5 to)? How long does each speaker need to be there; do they have to attend the entire meeting? What is the date and location of the meeting including any dial-in numbers? For telephone calls state the Timekeeper in this section too. If no one is named, this defaults to the Chairperson.