



Essential Sparks for Brain Friendly Meetings

“A leader’s first priority is to create an environment where others can do (their work) and that cannot happen if they aren’t having effective meetings.” ~Patrick Lencioni

Try This

Because

<p>Set the expectations. Share an agenda and any questions you’d like people to think about or be prepped on in advance.</p>	<p>Not knowing what’s expected of us creates stress. Stress compromises productive listening, thinking, and contributing.</p>
<p>Establish focus. Open the meeting with how much time you have together and what you want to accomplish in that time. <i>Ex. Over the next 30 minutes together our goal is to....</i></p>	<p>The brain likes certainty. This opening points attention in right direction and allows you to redirect back to that goal if the conversation strays.</p>
<p>Keep it Doable. Base your agenda on the time needed for interaction and decision making versus trying to power all open items.</p>	<p>Cognitive overload undermines the quality of the discussion. Two shorter meetings will boost productivity over one longer meeting.</p>
<p>Be present. Put aside all devices not needed at the time. Look and fully listen before responding.</p>	<p>Attendees that don’t feel you are valuing their time and respecting their expertise won’t be influenced by you and will disengage.</p>
<p>Manage the Experience. Leaders set the tone and experience for meetings. Creating a safe environment in which ideas can be shared and explored is just as important as creating clarity around what was decided upon.</p>	<p>When our expectations are met, and our experience is pleasurable, our brain surges with dopamine. The pleasurable experience will be associated that meeting and future meetings.</p>

That Essential Spark works with individuals, teams, and organizations on how to use neuroscience to accelerate a path to the desired future state.