Explicit Expectations

The purpose of this meeting is to brief you on a developing situation and then to gather your ideas on how to address workload fatigue.

- Send an articulated agenda
- Information delivery or information gathering?
- Define roles & responsibilities
- Send information in advance

Engaging Structure

- Use Breakout Sessions & Polling
- Ask interesting and useful questions
- Acknowledge other people's expertise & experience

Accommodating

Be self-aware and considerate of other people.

I'd like it if everyone could keep their cameras and mics on to help keep us engaged, but only if your personal circumstances allow.

- Cameras and Mics: On or Off?
- Be Understanding
- Recap with Action Items
- End Early

Resources

For more on impactful meetings, visit The University of Texas Learning & Development website:

https://hr.utexas.edu/learning-development