

HOW TO PLAN A MEETING PEOPLE WANT TO COME TO

Somer Phoebus

All quotes are from Somer Phoebus unless otherwise noted.

Somer's resource: <https://sheworkshisway.com/wp-content/uploads/2020/09/How-to-Plan-a-Meeting-People-Want-to-Come-to.pdf>

Christians should be the most joyful people in the workplace.

See your opportunity to lead meetings as your opportunity to share the light of Jesus.

One of the best ways to serve people "on display" in your workplace is in a meeting.

Not leading the meeting? It's okay. You have an opportunity to lead up in a special way.

3 things you need to do at the beginning of the meeting:

- connect
- state the objective
- get on with it

If you want people to be excited in a meeting, tell them the objective (why they are there) at the beginning.

Motivate:

- How do you motivate someone? Be excited about the mission and remind them of it.
- Why does this product, service exist?
- You don't get to not be excited about the meeting if you're the one who called it.
- Be all in.
- If you're a leader, you need a mission statement.

Engage:

- Honor your team by honoring their voice.
- Engage them in the mission.
- Be prepared to pivot if conversation takes a wrong turn or someone goes off topic.
- Overflow with Jesus.
- For meeting attendees- not the leader: Help your leaders to stay on topic by asking the good/appropriate questions. Be positive

Encourage:

- Highlight a teammate.
- Celebrate wins — even the small ones.
- If the meeting is about putting out fires, encourage first.

All quotes are from Somer Phoebe unless otherwise noted.**Train:**

- Teach them something.
- It doesn't have to do with the agenda items.
- Foster growth. No one should leave your meeting without learning something.
- Engage the people who aren't there for cuddly connections, but who are there for information by teaching them something.
- Teaching something puts everyone on the same level.

Inspire:

- Be what you want your people to be.
- Be an example.
- Inspiring your team should be natural.
- Walk the walk.

Nurture:

- What you want to grow, you will have to nurture.
- We want to inspire you to create a culture in your workplaces.
- Jesus' way, not the world's way.
- If we nurture a culture that is gospel centered, we are glorifying Him.
- If you don't have the opportunity to be outwardly loud about your faith, be quietly loud. Love loud. Quietly live your faith and let the Lord be loud.

Gratitude:

- Thank them for the things they do that are their everyday normal tasks.
- Not just for going above and beyond.
- Gratitude will change you too.

Skeleton Agenda:

1. Put a time limit on every agenda item.
2. Clarify the action steps you want your team walking away with by stating what they are, who is responsible for them, and when they are due.
3. Always allot a time for questions toward the end, otherwise there will constantly be interruptions.

Always start with good news.

If it's hard to communicate the meeting's objective, you might be having meetings that aren't necessary.

A grateful leader grows a grateful team.