



DYNAMIC TEAM CONVERSATIONS

PLANNING IT

Have an Interactive Objective

- Problem-solving
- Decision-making
- Planning
- Working Meeting
- Feedforward/Feedback

Attend Fewer Meetings

- Am I a stakeholder? Will I add value?
- Can I get an agenda?
- Can I get what I need in written form?
- Could go doesn't mean should go
- Meeting Free Fridays
- FIFO: First In First Out

Better Slide Decks: Less is More

6-6 rule: 6 lines per slide/6 words per line

Typeface: Sans serif for readability

36 point type

3 colors per slide or less

Consistent fonts, colors, styles throughout

Animate sparingly

Limit Data: Use Pictures and Stories

Be succinct

Effective Agendas

Limit to 3 agenda items or less

Include time stamps

20 minutes or less per item

Phrase Items as Questions

Assign Facilitators

RUNNING IT

Prepare and Share BEFORE the meeting

Use Icebreakers/Introductions

Assign Jobs: Notetaker/Timekeeper/Facilitator

Make Clear Transitions

Follow Up with Action Items

Shake it up!

Don't Just Talk—Write and Move!
Juicers and Icebreakers
Surprises and Suspense
Videos and Multimedia

Share the Air

- Break into dyads, triads and groups
- Brain-Writing
- Vote With Your Feet
- Yes And Brainstorming
- Round Robin
- Smooth Flight
 - Air Traffic Controller: Balanced participation
 - Pilot: Keep the focus, so all items are addressed
 - Visual Flight Recorder: So you can see where you are, and where you are going



DYNAMIC TEAM CONVERSATIONS

ICEBREAKERS

Group Order

Have the group sort themselves—virtually or physically—without discussion

Try sorting by different topics:

Personal: Name or Birth Date

Demographic: Distance Traveled,

Experience in Field

Mood: Understanding of Agenda, Alertness

Opinion: Yes, No Unsure

Two Circle Name Clap

- Review names for your group over 15 people.
- Divide into two circles.
- Start by clapping at someone in the circle and saying their name. Then it's that person's turn.
- If you mess up, take a failure bow and switch circles, announcing yourself at the arrival!

Name Signals

This one is played standing in a circle.

1. Everyone says their name and adds a personalized signal, movement or gesture.
2. Repeat the signals so everyone knows them.
3. Take turns “sending” someone a signal, they repeat their own signal to “receive” it, and then do someone else's signal to send!
4. Once you have the hang of it, start going faster and bigger so there's risk and mistakes.

Superhero introductions

Go around the room
Introduce yourself AND
...your personal **superpower**.

JUICERS

7th Inning Stretch: Sing *Take Me Out to the Ball Game* and stretch it out.

Shake Out: Countdown from 8, shaking right hand, left hand, right leg, left leg. Then four, two and one shakes.

Switching Places: Get up and swap places with someone else in the room to stretch your legs and get some new perspective.

Wrong Handwriting: Take notes with your non-dominant hand

Back-rub Chain: Get in a line and give a massage. Rotate 180 after two minutes.

Days of Week: Say the days of the week in order, then in alphabetical order.

Cash Rewards: Hand out money unexpectedly for participation.