Meetings, Motivation and Change

Design Elements of Meetings for Engagement and Growth

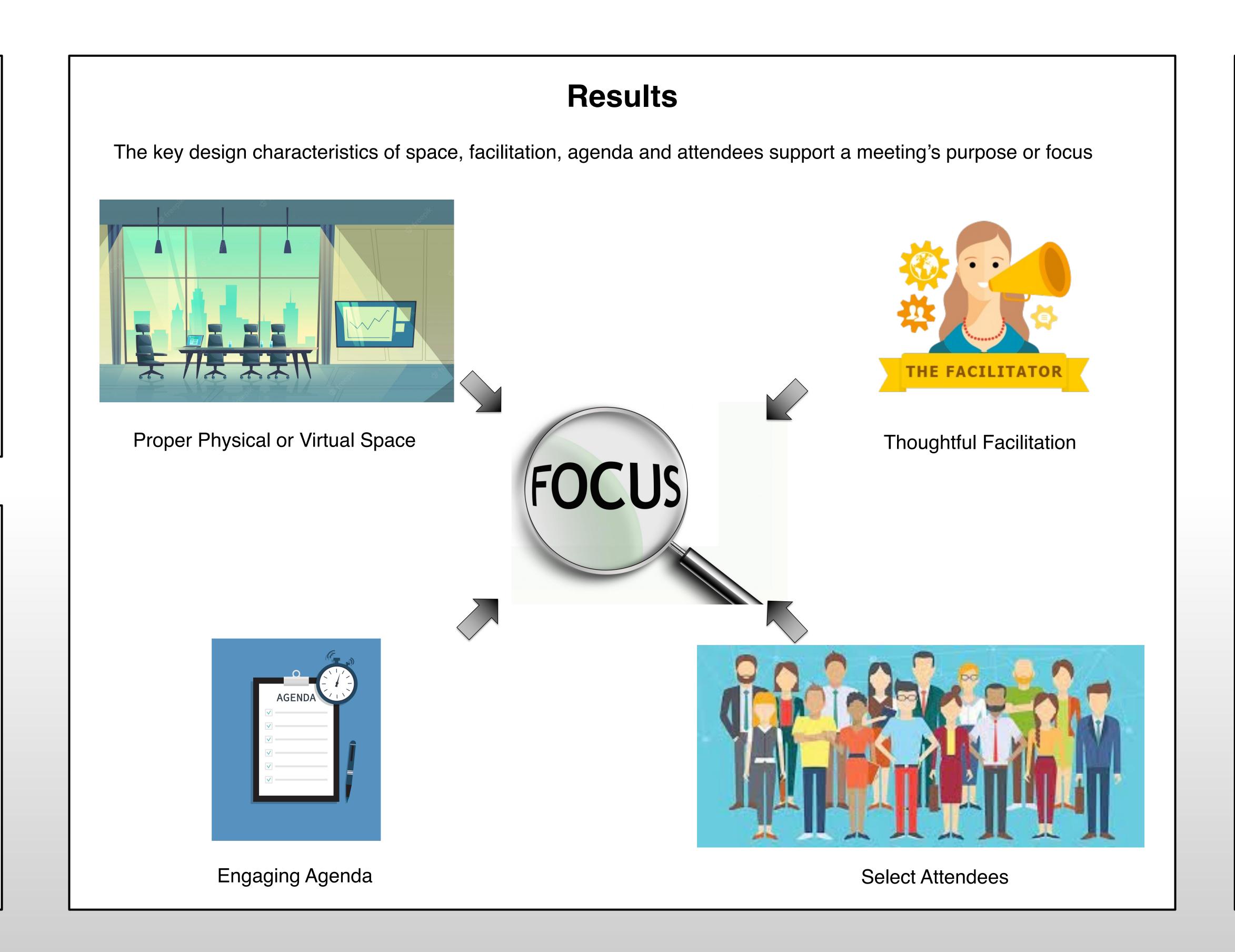
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Introduction

- Meetings help establish expectations for employee participation coming together and key work practices
- Meetings have an outsize influence on an organization's success
- What tools do meeting organizers use in order to help run effective meetings?
- How can organizational change be addressed in meetings?

Methods

- Semi-structed interviews with 11 employees at design and technology companies
- Topics centered on characteristics of meetings focused on organizational change
- Participants included executives, team leaders, facilitation specialists and individual contributors



Conclusions

- Meeting design is not one-size fits all and should be modified in the service of a clear focus
- Once a clear focus is developed, the design of a meeting, including inviting only necessary attendees, creating an agenda, facilitation techniques and ensuring the proper space should follow
- Employee engagement is fostered by clearly demonstrating expectations and providing opportunity for autonomy, competence and relatedness
- Virtual or hybrid meetings should modify their design to ensure all participants can fully participate
- Ensure an opportunity for voice by breaking into properly facilitated smaller groups

Literature Cited

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