

# Meetings, Motivation and Change

## Design Elements of Meetings for Engagement and Growth

Trent Sultemeier, Master of Arts Candidate, Human Dimensions of Organizations

### Introduction

- Meetings help establish expectations for employee participation coming together and key work practices
- Meetings have an outside 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-structured 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

### Literature Cited

Cohen, Melissa. "Meeting Design Characteristics and Attendee Perceptions of Staff/Team Meeting Quality." *Group Dynamics Theory, Research, and Practice* 15, no. 1 (March 2011): 90–104

### Results

The key design characteristics of space, facilitation, agenda and attendees support a meeting's purpose or focus



Proper Physical or Virtual Space



Engaging Agenda



Thoughtful Facilitation



Select Attendees

### 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

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### Contact Information

Trent Sultemeier, [Trent@atmowork.com](mailto:Trent@atmowork.com)