SÜPERB Meetings™

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| S | Set everyone up for success | 1. Clarify everyone’s expectations and the forum’s “big purpose” 2. Consider having a “jargon buster” 3. Ensure rules and roles are U\_\_\_\_\_\_\_\_\_\_\_(10) by all 4. No excuses - have a quality A\_\_\_\_\_\_\_(6) 5. Brief your minute taker 6. Make sure every participant has a role at every meeting 7. L\_\_\_\_\_\_(5) people beforehand as necessary |
| Ü | Über starts | 1. Start on T\_\_\_(4): regardless 2. Make eye contact with everyone within S\_\_\_\_\_\_\_\_(7) 3. Have a ‘transition activity’ so everyone speaks within the first two M\_\_\_\_\_\_\_\_\_(7) 4. Walk through the agenda, highlighting each item’s needs and priority 5. Remind participants of one important rule and role at every meeting |
| P | Purposeful through the agenda | 1. Position each item C\_\_\_\_\_\_\_\_\_\_\_\_\_(14) 2. Remind people of each agenda item’s active V\_\_\_(4);” decide”, “share”, etc 3. Use your rules and roles to manage people and time 4. Use the agenda timings as a G\_\_\_\_(5) not a straight-jacket 5. Use simple facilitation tools and techniques 6. Conclude and confirm any actions (who, will do what and by when) before moving on 7. Vary your approach to each agenda item |
| E | End as well as you started | 1. Have all actions confirmed before the meeting finishes 2. Celebrate S\_\_\_\_\_\_\_(7) and feedback factually on what could be better 3. Give a pointer to the next meeting such as its main agenda item 4. After the meeting - pick up on any participant B\_\_\_\_\_\_\_\_\_\_(11) issues 5. Arrange minutes, in an appropriate F\_\_\_\_(6), within 48 hours |
| R | Review process and performance | 1. As chair, review your personal performance and have development actions 2. Encourage participants to review their performance and C\_\_\_\_\_\_\_\_\_\_(12) 3. Periodically use some agenda time to review process and outcomes |
| B | Beware ‘staleness’ | 1. Have variety in your meetings for freshness as well as R\_\_\_\_\_(7) for stability 2. Actively expand your L\_\_\_\_\_\_\_(7) of facilitation tools and techniques 3. Experiment with different meeting approaches to help engagement |

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| E | F | O | P | E | O | O | B | G | I | O | C | D | Q | O |
| D | N | N | F | K | G | O | E | B | N | U | S | N | L | O |
| I | V | S | Q | W | S | N | T | T | O | E | Q | O | I | N |
| U | J | T | F | N | D | E | R | S | T | L | B | C | B | L |
| G | C | R | O | A | M | I | R | U | R | B | O | E | R | S |
| E | F | U | K | I | B | M | N | I | H | E | T | S | A | F |
| F | W | C | T | U | C | I | H | O | T | E | D | F | R | U |
| R | D | T | T | A | M | R | O | F | S | U | S | N | Y | G |
| B | M | I | B | N | I | N | P | A | V | D | A | J | U | A |
| B | O | V | S | U | C | C | E | S | S | C | X | L | P | B |
| N | V | E | R | B | G | J | V | X | K | B | G | H | S | L |
| I | N | L | P | O | K | K | T | V | U | A | V | C | S | E |
| P | B | Y | Z | F | N | O | U | U | T | F | H | H | O | D |
| V | C | B | C | L | A | R | U | O | I | V | A | H | E | B |