



# Effective Meetings

Playcentre PLD 2022  
Workshop slides

# Karakia timatanga

Kia hora te marino

Kia whakapapa pounamu te moana

Hei huarahi mā tātou i te rangi nei

Aroha atu Aroha mai

Tātou i ā tātou katoa

Hui ē! Tāiki ē!

May peace be widespread May the seas be like greenstone

A pathway for us all this day Let us show respect for each other

Bind us all together

# Ways of working together today

## Mahi Tahī:

- Please turn your video on –helps us connect if we can see each other!
- Turn your mic to mute if you have noise in the back ground
- In a smaller group it's ok to leave your mic on so you can contribute easily
- Use the CHAT to type in suggestions or questions as we go along too (there are no silly questions, so please ask!)

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# What makes a good meeting?

Think of a really good meeting you have been to:

What made it effective?



# Before the meeting:

- Scheduling the meeting & notifying everyone
- Preparing the agenda –what opportunities to you have to add the the agenda prior to the meeting?
- Preparing for different topics on the agenda –sharing information
- Prioritising the agenda
- Sharing the agenda
- Displaying the agenda at the meeting





# Manaakitanga | Setting the climate

- Welcoming and prepared environment
- Extra chairs for latecomers
- Lighting, seating, comfort, name tags
- Prepare resources for information sharing, brainstorming  
Test technology in advance – eg zoom link
- Delegate tasks – minutes, timekeeping, leading discussions
- Welcome people as they arrive
- Prepared food and drinks



# During the hui

- Karakia, Welcome, waiata, whakatauki
- Housekeeping
- Ways of working Group agreement –many ways to do this
- Icebreaker/warm up
- Energisers and fun
- Facilitation skills – awareness of group processes, encouraging participation of all, stay on topic, breaks
- Balancing task needs, individual needs, group needs, whakawhanaungatanga, kotahitanga, manaakitanga

# Discussion and decisions

- Individual decisions eg office holders
- Minority decisions –delegated
- Consensus
- Keeping to time
- Be clear on who what when follow up on decisions will occur
- Including everyone in discussions – facilitation tools





# Facilitation tools

## Brainstorming:

One of the easiest, it gathers all ideas – even radical ones

- During brainstorming there is no criticism of ideas
- Ideas are only evaluated at the end of the brainstorm
- It allows all members to have a say, even new members.

## The 5 Why's (and How):

This can be useful at the beginning of a project.

- Why are we considering this?
- Who will be affected?
- What exactly is involved?
- Where will it be done?
- When will this take place?
- How will it be done?



# Facilitation tools

## SWOT Analysis:

This lets you look at the strengths and weaknesses of an idea/decision, and to look for opportunities and threats you might face.

- Strengths
- Weaknesses
- Opportunities
- Threats

## PMI:

This weighs the pros and cons and implications of a decision.

- Plus
- Minus
- Interesting

## SWOT ANALYSIS

	Helpful to achieving the objective	Harmful to achieving the objective
Internal origin (attributes of the organization)	Strengths S	Weaknesses W
External origin (attributes of the environment)	Opportunities O	Threats T

# Facilitation tools

## **Buzz time:**

This gives time for members to have a chat to their neighbour – only needs to be for 30 seconds or a minute. This can help re-focus and settle the group. Or gives the chair time to work on something, or talk to someone quickly.

## **Small groups:**

The large group might not produce maximum participation so split into smaller groups for a few minutes to discuss topic. Everyone is more likely to have a say. Write down people's thoughts or use sticky notes. Feedback to larger group afterwards.

## **Bus stops:**

Aspects of a problem or a challenging question are written onto sheets of paper which are placed around the room. Small groups go around each one adding their thoughts.





# Facilitation tools

## **Stacking:**

When many people want to speak at once, assign a speaking order – then everyone knows their time will come.

## **Silence:**

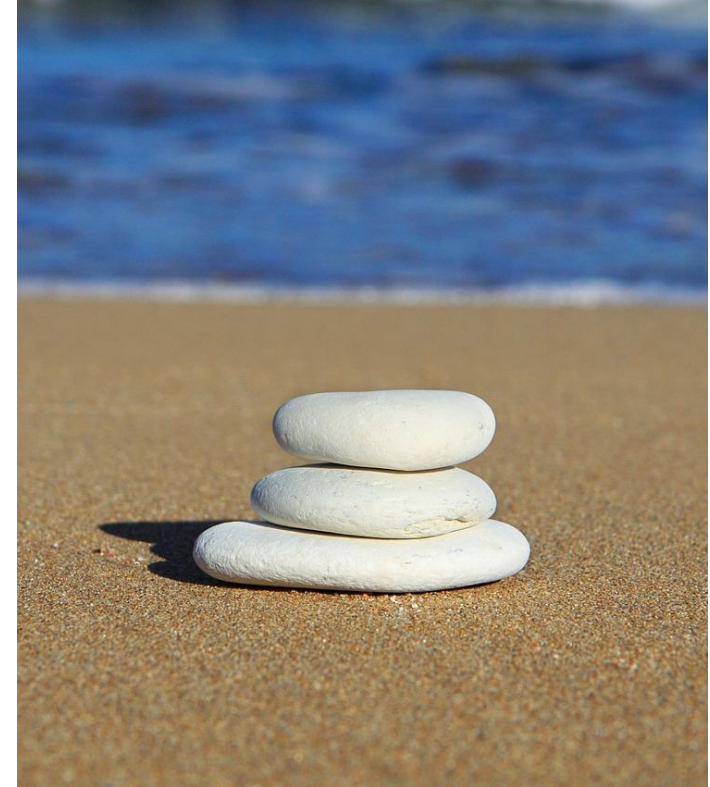
So often we feel like filling in silence – often if there is silence let it be – 45 seconds is good – as people need time to process theory thoughts before they speak.

## **Go-round:**

Going around everyone - everyone has the chance to speak.

## **Take a break:**

Time for coffee, or just a few minutes of breathing space. Helps by allowing people to talk about an issue, relieves tension and refocus.



# Facilitation tools

## “Six Thinking Hats”: (Edward de Bono)

A coloured ‘hat’ is put on and participants think with this ‘hats particular type of thinking’.

<https://online.visual-paradigm.com/pt/diagrams/templates/six-thinking-hats/six-thinking-hats-technique/>



### Blue Hat - Process

What conclusions or summaries can we make in moving forward on the issue or problem?



### Yellow Hat - Benefits

What are the positive aspects of the current situation, issue or problem?



### Green Hat - Creativity

What is the current information on issue or problem?



### Black Hat - Cautions

What are the negative aspects of the current situation, issue or problem?



### Red Hat - Feelings

How does everyone feel about the current situation, issue or problem?



### White Hat - Facts

What is the current information on the issue or problem?

# Facilitation tools for testing consensus

## Levels of consensus:

A show of hands with the following 'scale' to indicate where people are at:

- Five fingers – yes I agree, satisfied with proposal
- Four fingers – ok proposal is fair, I can live with it
- Three fingers – I do not fully agree with proposal, need to explain why
- Two fingers – I really don't know, feel the need to stand in way of acceptance
- One finger – I cannot support, no sense of unity, needs a lot more work.

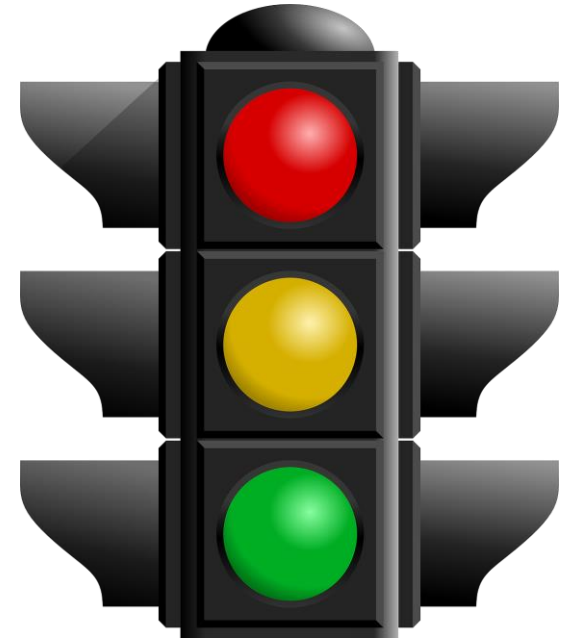
## Traffic light cards:

Given out at start of meeting are 3 different coloured cards – green (supports idea), yellow (maybe) and red (not really).

**Thumbs up/sideways/down:** Similar concept for taking the temperature of the group

If there is a show of 2s/3s, orange/red, sideways/down, then more discussion needed.

“What needs to change/happen for you to move to a higher level of support?”





# Ending and after the meeting

- Thank you, farewells and closure – end on high?
- Karakia whakamutunga
- Sharing information with all whānau –multiple ways
- Action points to go on next agenda (follow up in between)

# Resources

- Working in a Group by Tess Conran-Liew
- Making Consensus Work by Robie Burke
- The Art of Facilitation by Dale Hunter et al

# Karakia whakamutunga

Kia tau te rangimarie  
Kia āta haere

Peace be with you  
Go with care

