

What should I listen for?

What should I listen for?

- Try to improve your own listening behavior
- Pay attention to your own point of view
- Practice “playback listening”
- Listen to others opinion with respect
- Try no to think in terms “right” and “wrong”

What should I look for?

To minimize participation and interruption:

- Set up a long, narrow table for smaller meeting, placing the leader at the end.
- Choose a classroom-style seating
- Create an expectation that speech only comes from the front of the room.

To maximize participation and collaboration:

- Choose a round or square table
- For a longer meetings, set up chairs in a U-shape
- For large groups arrange a banquet-style seating, using as many round tables as necessary

What should I write down?

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- In every meeting, someone should be designed to take notes
- Notes should have at least: the names and titles of those present, the agenda item discussed, the participant comments, and new generated ideas
- Convert from *meeting* to *doing*