



## LEARNING COMMUNITY GUIDELINES

*[Applicable to department or product team/special project team, etc.; fits for routine meetings as well as special planning sessions, off-sites, training sessions, etc. Leader can introduce and adapt as needed]*

**Spirit of Discovery** - Invite yourself and others to be open to learning as a discovery process. What can I learn about myself, the topic, us as a group, an organization, and a community?

**Level playing field** - All thoughts allowed from each of us; we all learn from one another.

**Dialogue and Inquiry** - Lean into probing, clarifying and engaging with ideas and with others to decrease isolation and build mutual understanding.

**Adult Learning Contract** - Each participant is 100% responsible for having a successful experience. Leaders and facilitators need to know your questions, interests and needs in order to best support your learning.

**Self Care** - Stretch, move, take breaks that work with your body to stay engaged and get the most out of the experience.



## MEETING EFFECTIVENESS: THE LEADERSHIP ACTS

Based on Ron Short's Leadership Learning Wheel

**Managing the Context** - Attending pro-actively to the people and issues surrounding the meeting. Pre-meeting conversations for preparation, setting expectations and role clarity. Choosing the physical setting and room layout to best serve the meeting purposes

**Designing** - Planning the sequence and format to achieve the objectives of the meeting.

**Conducting** - Consists of a number of key meeting leadership acts including:

- ➔ **Managing Participation** (gate-keeping)
- ➔ **Clarifying** - probing, drawing peoples thinking out
- ➔ **Summarizing** - draw issue to closure before moving on
- ➔ **Tracking Agreements** - record 'who will do what by when'
- ➔ **Managing open and closed 'loops'**- tracking and attending to people's input and topics being complete, not left hanging
- ➔ **Managing side-talk and cross-talk when it inhibits progress** - taking a stand for respect and citizenship
- ➔ **Facilitating decision-making** – managing agreement

**Apprehending** – in addition to managing the content, tracking the tone, energy and non-verbal signals which provide information for effectively leading

**Diagnosing** - based on 'apprehending', making a mental map and assessing the directional needs of the meeting

**Intervening** - Taking action in a variety of ways to keep the meeting on track on both the 'content' and 'process' levels. Effectively acting on the diagnosis to steer the meeting towards progress if stuck or if an issue is cycling; managing the unproductive participation of a member or members; pro-actively moving on to achieve results