

# TEAM Meetings

## #1 Rule in business Start on time!

Meet 1x week for 2 hours.

### > **BEST PRACTICE:**

Meet mid-week and 1st part of the day to maximize your team meeting efficiency and team engagement.

### > **MEETINGS HAVE:**

1. Structure
2. Clear Goals
3. Discipline
4. Creativity

### > **DAILY HUDDLES ARE FOR PATIENT CARE;**

Weekly meetings are for practice care, take time to work **ON** your practice - it's just as important as working **IN** your practice.

### > **LEADERSHIP MOVES AROUND THE ROOM AND IS PRESENT IN EVERY SEAT.**

## ▼ **CREATE "RULES OF ENGAGEMENT" FOR YOUR TEAM TO FOLLOW.**

### **SAMPLE RULES OF ENGAGEMENT:**

- > Bring an open mind
- > Participate
- > Be open and honest
- > Give others opportunities to speak
- > Let softer voices be heard
- > Be clear and concise
- > Practice humility, vulnerability, and respect
- > Avoid sidebar conversations

## ▼ **POSSIBLE AGENDA**

- > Celebrate what's been going well
- > Review KPIs - each team member reports on their own metrics
- > Report on practice priorities, tasks, and goals
- > Calibrate on systems and clinical practices
- > Break out into departments to work on specific systems or priorities
- > Train on new technology, techniques, or procedures
- > Finish by reporting "what was decided today?" Be CLEAR!
- > Review ACTION items