Target Opportunities for Organizational Improvement and Innovation

THE APPROACH

Build just enough – but not too much – structure into your meetings. Use questions to promote participation.

SCOPE

Webster's dictionary defines a "scope" as an "instrument for viewing or observation." *SCOPE* is a continuous improvement model first used in the Colorado Division of Finance and Procurement in 2002. But it works also as a visual metaphor for how to plan and assess your meetings more effectively.

THE BASICS

1. The *SCOPEVision* tool chest uses visual imagery to learn the process. The tools are licensed for free to nonprofits and governments.

2. Go *Up PersiSCOPE* to look at potential topics with your next meetings. Use a *gyroSCOPE* to clarify the purpose.

3. *RadarSCOPE* reminds you to use just enough structure in your meetings, but *KaleidoSCOPE* counters: invite and encourage constructive, mild conflict in meetings to get the various perspectives.

4. Use the *microSCOPE* at an appropriate time to look deeply at the heart of the matter as a group.

5. Assess your meeting with the *oscilloSCOPE*. Have some fun with the visual images!

Find Opportunities Share Leadership Make It Stick! Learn from the Stars

Help Mold & Promote the Team Keep Purpose in Mind First Ask How? Then Why?

Plan, Communicate, & Follow-up Embrace Change! (but manage risk) Use Meaningful Measures of Merit

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SCOPEVision®

Connecting Vision to Results . . .
. . . Together

Up PeriSCOPE!

Reenergize Your Meetings!

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SCOPEVision®

SCOPEVision provides a framework for organizational process improvement. Use the *SCOPEVision* framework to revitalize meetings.

UP PeriSCOPE!

Especially in recurring meetings, get ideas from meeting participants for future meeting design and agendas. How have your meeting "should be's" compared to their "as is"?
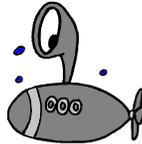
KaleidoSCOPE

Invite meeting participants with diverse perspectives, including the "voice of the customer."

Balance the need for just enough structure with questions that promote exchange of ideas.

Have the right people at the table and engage them to make meetings useful.

GyroSCOPE

Know the purpose of the meeting, and have the agenda reflect it. Is the meeting used for informational exchange between members of working groups? Is the purpose expansion and focusing of ideas for a team?

TeleSCOPE, MicroSCOPE, OscilloSCOPE

Use books and other resources to get ideas on various meeting designs, e.g., Patrick Lencioni, *Death by Meeting*.

Use agenda topics to define an issue, invite possible solutions, and then look deeply at issues. Have you used questions on agendas?

Make the final agenda item an assessment of the meeting and possible ways to improve it. Ask someone to lead the discussion about meeting assessment.

RadarSCOPE

Use agendas to promote thought, but use only just enough structure. Share roles for leading discussions. Mix up the order of agenda topics on recurring meetings. Know who will take minutes regarding key topics and discussions. Distribute agendas and key documents in advance.

HoroSCOPE

Keep minutes brief and record only key topics. Distribute them quickly. Use the minutes distribution as a way to promote thinking about future meeting design and topics.

Are lessons-learned and core learning captured?

StethoSCOPE

Plan for things that can go wrong. What if you lose internet on a virtual meeting? What if your projector lamp burns out?

Have at least a one-page handout for notes and backup if you have technical failures.

Plan also for common problems in meeting participation. Plan open-ended questions to use if you can't get anyone to talk. What if someone talks too much?

OTHER TIPS FOR MEETINGS

Look at a meeting just like any other project. Here's a few other ideas:

1. Consider using a relevant icebreaker as a "hook." For example, show the scopes, and ask, "which scope best represents your contribution to a project, maybe one that you're proud of?" In a later meeting, "what scope visually signifies your weakness in projects, something you need help with?" In large meetings, have participants find someone with the same scope and discuss why they picked it.

2. Use a light touch as a meeting facilitator. Keep a running sense of how much talking you are doing.

3. Remember that meeting structure manages time, but may limit creativity and involvement of participants. Still, begin and end on time!

4. Use questions in the agenda and during the meeting to promote thought and participation.

5. Invite "outside" meeting participants to enliven meetings.

6. Considering adding to the agenda: a group's purpose, team roles, a recent "success" in a group's work and why it succeeded.

7. Don't shy away from constructive conflict in meetings. Have you ever written an agenda topic as a question? Good debate leverages the value of diverse perspectives.

Get started now! Visit our Web site at:

www.SCOPEVision.net

or call 303-324-7333