

WATCH
THIS
SPACE



This Could Have Been an Email

Reimagining meetings and enabling collaboration
and decision-making in more inclusive ways



We are on a mission

to reimagine the world of work. Research shows that diversity and inclusion drive innovation, productivity, results and profits. So making sure that a wide variety of different people, with different ideas, perspectives and skills to contribute to their fullest is vital for the future success of your organisation.

What's the issue with meetings?

Meetings play a huge role in how we share information and ideas, and how we make decisions. But meetings are designed for a very specific type of person. They are a stage, where people who like to hold the floor, and are happy to interrupt, dominate the conversation. They encourage instant reactions and discourage contemplation and reflection. They work well for people who like spontaneous ideas. and are terrible for everyone else.

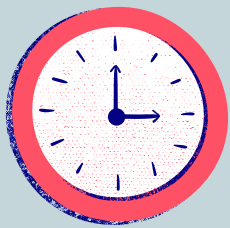
So what's in this guide?

We'll take a look at the value of meetings, identify how to decide when a meeting is the right choice, provide some advice on how to get the most from your meetings, and explore other options for communicating and collaborating in an inclusive way.

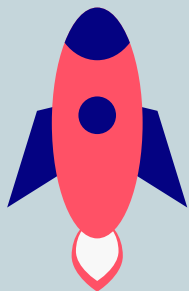
Why does this matter?



Decisions are better **73%** of the time when made by diverse teams



Inclusive companies make decisions **twice as fast**, with better outcomes



Diverse companies have **19%** higher innovation than their competitors



Meetings... what are they good for?

- Bringing teams together and generating a sense of camaraderie
- Introducing new people to the team or to each other
- Enabling discussion and conversation
- Generating creative ideas
- One-to-one conversations
- Conflict resolution
- Reaching a group decision
- Sharing information with a large group

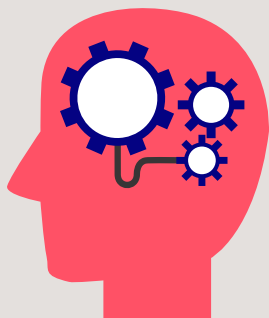
What do people do in meetings?



91% daydream



73% do other work



45% feel overwhelmed



Do you need a meeting?

You might need a meeting

You want to introduce a new person, project or concept

You need to inject some team spirit or enthusiasm

You want to be able to have detailed conversations

You need to get to a decision or idea quickly

You might NOT need a meeting

You want to share a short or simple update

You want to get input from a range of different people

You want to share information people will need to consider

Your team are having a lot of meetings right now

How can you make meetings work better?

- ✓ Set clear expectations for behaviour and make it clear that everyone is to be treated and listened to with respect
- ✓ Set an agenda... and stick to it!
- ✓ Have clear objectives
- ✓ Be clear on how the meeting will run
- ✓ Share information in advance for people to consider
- ✓ Invite people to share thoughts or ideas in advance
- ✓ Give each person a set amount of time to contribute so you hear from everyone and no one hogs the floor
- ✓ Use other methods of contribution than simply speaking in front of the group (e.g. post-it notes, online whiteboards)
- ✓ Do not allow people to interrupt or talk over others
- ✓ Senior staff should share their opinions last to avoid junior staff feeling pressured to agree
- ✓ Encourage people to think of different angles and come up with alternative viewpoints to avoid "group think"
- ✓ Replace "no, but" with "yes, and" – instead of people dismissing other people's ideas, ask them to build on them
- ✓ Allow time after the meeting for everyone to reflect and share thoughts
- ✓ Invite feedback on how it went



Some alternative options to meetings

- Email updates
- Project management tools
- Messaging platforms
- Shared documents for review / edits
- Online brainstorming platforms
- Video presentations / updates
- "Stand-up" rapid share team updates
- Project boards to share info / ideas

A few examples...



Project management tools

- Trello
- Asana
- Monday
- Hive



Messaging platforms

- Slack
- Skype
- WhatsApp
- Google Chat



Brainstorming platforms

- Miro
- IdeaBoardz
- Realtime Board
- Coggle



For more information:

watchthisspace.uk

hello@watchthisspace.uk

[@WatchThisSpce](https://www.instagram.com/WatchThisSpce)