

YOUR INNER CIRCLE TEAM MEETING SYSTEM



WELCOME TO YOUR EXCLUSIVE INNER CIRCLE TEAM MEETING SYSTEM

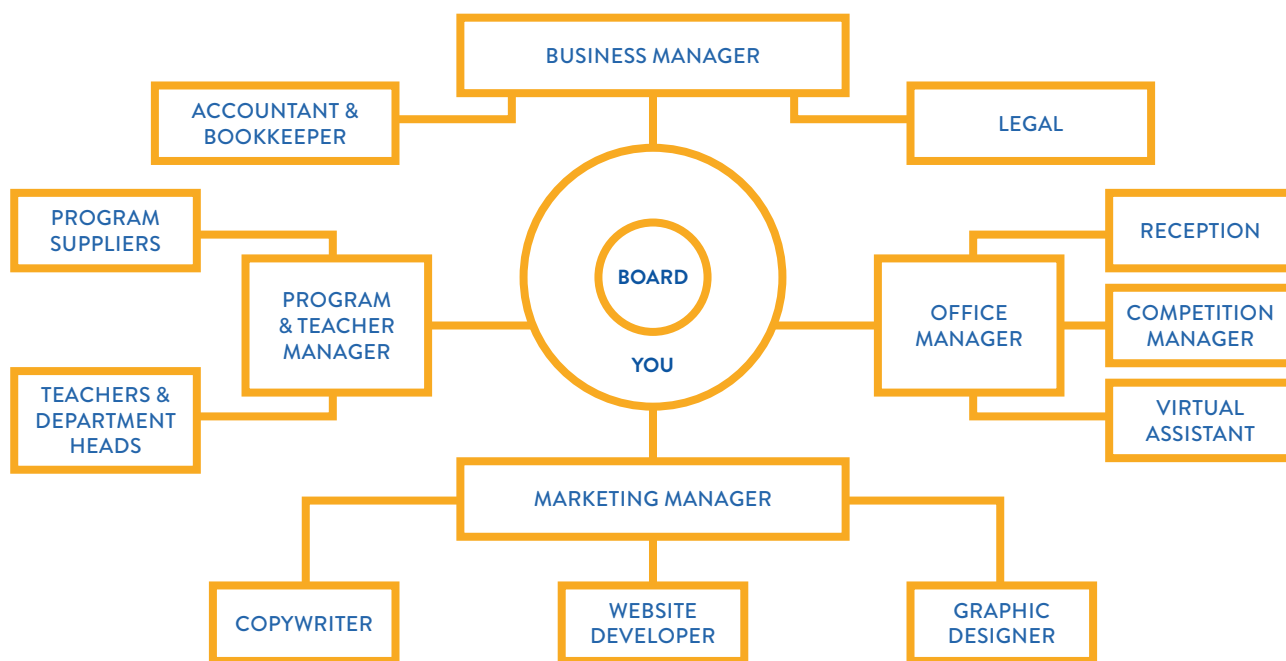
In the dance studio environment, team meeting management may be overlooked as important by studio owners and the leaders within your team.

While initially it may not seem a priority, it's integral to know meetings are expensive activities when considering the cost of your time, your team's time, and whether or not they actually deliver results.

So here in the Inner Circle, we encourage you to take meeting management seriously, and see for yourself the results and impact that a planned and systemised approach can have on your team, your students and the culture of your studio.

Of course, the processes you adopt in your meetings depends on the kind of meeting you plan to have.

USING THE BELOW TEAM STRUCTURE, WE ENCOURAGE THE FOLLOWING MEETING SCHEDULE:



- Marketing Manager and Studio Owner = once per week
- Office Manager and Studio Owner = once per week
- Program & Teacher Manager and Studio Owner = once per week
- Business Manager and Studio Owner = once per month
- Office Manager and Office Team = monthly (minimum)
- Marketing Manager and Marketing Team = monthly (minimum)
- Program & Teacher Manager and Main Teaching Team = monthly (minimum)
- Business Manager and Accounting / Legal Team = monthly (minimum)
- One-to-one meeting with Management and their Team Members = Quarterly
- Full team meeting = quarterly

IN THIS EXCLUSIVE INNER CIRCLE SYSTEM, WE WILL PROVIDE YOU WITH YOUR:

- Meeting Invitation Template
- Team Meeting Agenda Template
- One-on-one Staff Appraisal Template
- Staff Feedback Template
- Team Meeting Supply Checklist

We will also set you up with our winning meeting formula to ensure that your meetings run smoothly and productively.

TIPS TO RUNNING SUCCESSFUL TEAM MEETINGS

1/ ENSURE THE RIGHT PEOPLE ARE IN THE RIGHT MEETINGS.

This may seem obvious, but it's surprising how many meetings occur without the right people there. You don't need to depend on your own judgment about who should come - if you're unsure, ask your core team for their opinion as well. You don't want to be paying staff to attend a meeting where they aren't required, and similarly you don't want to rehash the meeting outcomes to someone who has been overlooked.

Make sure to call or email each person to tell them about the meeting, its purpose and why their attendance is important. You should also make sure to send out a copy of the proposed agenda once the date and time is locked in, and choose someone to be designated to record important actions, assignments and due dates during the meeting.

2/ PLAN YOUR AGENDA IN ADVANCE

Well before the meeting begins, brainstorm all of the topics and sub-topics that you need to open up for discussion or followup. Use our exclusive Inner Circle agenda template to form the basis of your meetings and to track all follow up items.

3/ OPENING AND CLOSING THE MEETING

As the leader of your studio, it's so crucial that you always start on time; this respects those who showed up on time and also reminds late-comers that the scheduling is serious.

To get started, welcome your team attendees and thank them for their time before reviewing the agenda and giving your team a chance to revise and understand all proposed major topics.

Be sure to introduce formally any guest speakers or new staff members.

The energy you bring to the beginning of the meeting is crucial. Just like when you are teaching a class, if you're looking and sounding a bit 'flat', the energy in the room will reflect that tenfold.

Always end meetings on time and attempt to end on a positive note, and be sure to thank your team members for their time, reminding them they are an important part of what makes your studio successful.

4/ ESTABLISHING GROUND RULES

For large teams it is valuable to have a few basic ground rules that can be used for most of your meetings. These ground rules cultivate the basic ingredients needed for a successful meeting. Within this structure, some ground rules may include:





- Team members are expected to attend and participate in scheduled project team meetings
- Meetings will begin promptly at the specified time, whether or not all team members are present.
- Meetings will conclude as scheduled.
- Team members will arrive promptly at the appointed time and place of the meeting.
- Meetings are uninterrupted, and team members will make arrangements as necessary to avoid being interrupted (where reasonable) during the meetings.
- Participants engage in active listening and pay attention to what is being discussed so they can participate actively in the team discussions.
- Team members will agree with the team's decisions and/or will support the decisions made by the team.
- All meetings will have an agenda. The agenda and any additional materials to be discussed at the meeting will be distributed to team members ahead of the meeting.
- Confidential information will “stay in the room”.
- Keep discussion on topic, and focused. It is important the meeting leader helps to gently steer the conversation back on track should it veer.
- If you agree to do something, follow through with it..

TIME MANAGEMENT

One of the most difficult facilitation tasks is time management - time seems to run out before tasks are completed, and this escalates the more participants you have. Therefore, the biggest challenge is keeping momentum to keep the process moving.

For large meetings you may assign a team member to keep track of the time, and If the planned time on the agenda is getting out of hand, present it to the group and ask for their input as to a resolution.



YOUR TEAM MEETING CHECKLIST

- ☐ **Have fun!** Yes, you may be having a very serious discussion but ideally everyone should leave the meeting feeling better for it and that their involvement was critical to its success.
- ☐ Use your time wisely, starting on time, returning from breaks and ending meetings promptly.
- ☐ Publish agenda and outcomes.
- ☐ Review and agree on agenda at start of meeting and then stick to it as best you can.
- ☐ Ask for what is needed from facilitator and other group members.
- ☐ Attend all meetings.
- ☐ Be on time.
- ☐ 100% focus and attention while meeting.
- ☐ Keep to the current topic.
- ☐ Communicate, communicate, communicate - before, during and after the meeting - to make sure that action items are properly documented, resolved, and assigned to a responsible individual and given a due date.
- ☐ Phones on silent or switched off
- ☐ One person talks at a time.
- ☐ Include everyone in the discussion. Share the limelight.
- ☐ Participate enthusiastically.
- ☐ Don't interrupt someone talking. Don't allow others to interrupt someone talking.
- ☐ No "killer" statements; don't shoot down ideas. Be open.
- ☐ Practice both active and reflective listening. Before making your point, confirm to the group that you have understood the views of others by restating their point in your own words and seeking agreement that you truly understand the prior points.
- ☐ Frequently check for understanding - summarize and paraphrase frequently to ensure that what is being said is being heard and understood.
- ☐ Ensure every team member participates.
- ☐ Rotate responsibilities.
- ☐ Take notes
- ☐ Say "Thank you".



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