Leading Collaborative Meetings

ca technologies

At a Glance

Collaboration is a key foundation of agile concepts. When it comes to meetings the agile way, everyone is expected to actively plan, design, retrospect and imagine—together. We invite many voices, then work toward consensus on decisions that stick. We meet often on several cadences to gather feedback and plan value. Take our Leading Collaborative Meetings course to learn how to engage everyone in the room to drive sustainable decisions and achievable plans.

Key Outcomes

- Speed decision making by designing and running meetings with the right people, purpose and process
- Gain insights, tools and techniques to transform your meetings into engaging, productive events
- Create a safe, supportive environment that invites open dialogue, divergent ideas and improved results

Course Essentials

Audience
Scrum Masters, release train engineers, product owners, product managers and anyone who leads meetings

Agile Maturity
Beginner to advanced

Maximum attendees
20

Length
Two days

Business Challenge

When was the last time you heard a colleague say, "I love meetings"? In a typical meeting, more often than not, a select few make decisions, the majority of meetings are status updates and the loudest, most outspoken person in the room ends up taking over the agenda. Because it's such a challenge to reach a consensus in meetings, companies make the same decisions again and again. Changing how meetings are run at your organization starts with adopting a collaborative approach—where everyone is involved, heard and respected; timeboxes are followed; and actionable plans result.

Learning Objectives

After completing this course, you'll be able to:

- Design meetings with the right people, purpose and process
- Run meetings without wasting time
- Guarantee true meeting focus to speed decision making
- Invite open dialogue and divergent ideas in a safe environment to improve results
- Help attendees process information and generate insights
- Move effectively toward convergence to create group decisions that stick
- Deal with big personalities who dominate meetings
- Make it safe for quiet people to speak up
- Create a pattern of healthy conflict that avoids groupthink
- Cool down explosive conflict
- Create resolution and great follow-through after every meeting

Secrets of Effective Meetings

In the best meetings, everyone knows why he or she is there and how to contribute to a great result. Everyone feels heard and absorbs others' contributions. The group discusses ideas without leaving anyone out. Outcomes and next steps are clear. And strong facilitators seamlessly make all of this happen—without participants even realizing it. In this course, you'll learn to be that facilitator.

Engage and Energize

Do you conduct any of these meetings? Do your colleagues dread them?

- Small design sessions
- Corporate planning meetings
- Daily standups
- Portfolio councils
- Iteration and release planning
- Retrospectives
- Process reviews

Learn and practice the tools and techniques that will transform your agile meetings into vibrant, productive events with engaged and energized attendees. You'll realize better outcomes because people participate.

During the course, we invite participants to let go of their biases against meetings. Through nearly 20 exercises, we encourage participants to learn "on their feet" what it means to hold the space for small, midsize and large agile meetings that are productive and powerful. By modeling and explaining these techniques during course activities, our coaches reinforce key concepts and lessons.

About CA Agile Training

Our training courses are built on sound principles of adult learning theory, general systems thinking and group process concepts. Seasoned practitioners, who use agile to teach agile, lead our highly interactive classes and put your organization at the center of every engagement—facilitating pragmatic discussions about how to adopt agile practices and foster an agile culture in your unique environment.

Recommended Coaching Services

Consider adding one or more coaching days to this class where activities might include:

- Guiding your facilitators as they plan their next collaborative meeting by helping them develop an invite list, purpose, agenda, structure and preparation plan

- Co-facilitating a key collaborative meeting; we'll help make your meeting a success while continuing to teach you techniques

- Mentoring your team in leveraging CA Agile Central, CA Flowdock and other tools to run successful, distributed meetings

CA Agile Coaching can hugely increase the value of your training by engaging expert coaches to help you apply learnings in context to your real environment and work. We can deliver coaching right after training or at another time—on-site or remotely. Speak with your CA sales rep for terms and conditions.

For more information, please contact us at **agilesales@ca.com**