



MAKING MEETINGS MATTER

APPROACHES TO ENHANCE MEETINGS FOR ALL OF THE COLOR ENERGIES

Use this job aid to evaluate the needs of the color energies within your current meetings and discover new meeting management techniques to encompass all of the color energies.

Preparation, Facilitation, Process Check and Follow-up

Consider the following **Preparation** suggestions to meet the needs of all of the color energies.

Cool Blue

- Send agenda in advance
- Establish delivery method (Phone, online, face-to-face)
- Provide documents and sufficient time for review

Earth Green

- Gather input on agenda items based on group needs
- Rotate meeting facilitators, time keepers and note takers
- Make space in the agenda for relevant team or personnel items

Fiery Red

- Include short agenda with desired outcomes in meeting request
- Send out action items required to prepare
- Make space to discuss business plans, strategy, vision, actions in progress, etc

Sunshine Yellow

- Build some flexibility into the agenda for conversations that may 'come up'
- Have face-to-face meetings where possible
- Allow time for team-based and engaging activities

- *Place a check next to the items that you are currently doing while preparing for meetings.*
- *Looking at the items you have not checked, select 1-2 that you can add to your next meeting.*

1. _____

2. _____

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Consider the following **Facilitation** suggestions to meet the needs of all of the color energies.

Cool Blue

- Start on time
- Review agenda and objectives for the meeting
- Assign note taker (if applicable)
- Do a process check at the end of the meeting

Earth Green

- Be considerate of different styles and aim to meet the participants differing needs
- Agreement on meeting ground rules and refer to often
- Give reflection time

Fiery Red

- Stay on task and stick to allocated times
- If not possible, shift agenda and notify the group
- Drive to tangible action where possible

Sunshine Yellow

- Allow time for connecting with one another and socializing
- Share success stories and lessons learned
- Engage meeting participants where possible through questions and discussions

- *Place a check next to the items that you are currently doing well during meetings.*

- *Consider the color energies of the meeting participants; How will you adapt your facilitation of the meeting to better address their needs?* _____



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Conduct a **Process Check** by asking participants questions to review the meeting and consider how effectively the meeting experience addressed each of the color energies.

Cool Blue

- Did we have all the information we needed to make appropriate decisions?
- Was there enough time to process new information?

Earth Green

- Did everyone have an opportunity and the space to contribute without having to interrupt?
- Did we consider the consequences and impact of our decisions?

Fiery Red

- Was the meeting on task and focused?
- Did we make decisions?
- Is there clarity on the actions to be taken?

Sunshine Yellow

- Was there enough interaction and engagement?
- Did we allow time for brainstorming and generating ideas?

- *What did the Meeting Process Check reveal? What areas are strengths? What needs more focus?* _____

- *How will you prepare and facilitate differently based on the feedback from the meeting input?*



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Consider the following **Follow-up** suggestions to meet the needs of all of the color energies.

Cool Blue

- Send out meeting minutes and action items, include relevant information
- Attach any background files for decisions made
- Include next meeting date, time and location

Earth Green

- Include context (discussion and considerations) in meeting minutes where possible
- Invite post-meeting reflections of suggestion for improvement

Fiery Red

- Distribute clear, concise meeting minutes in agreed time-frame
- Quickly follow-up on actions
- Note any agenda items to be added to next meeting

Sunshine Yellow

- Where follow-up input is required, invite people personally
- Check in with team members personally
- Create follow-up dialogue opportunities where appropriate

- *Place a check next to the items that you are currently doing as well as you can.*

- *Looking at the items you have not checked, what will you start to do in the follow-up to your next meeting?* _____
