



CERTIFIED BY
TIME TO THINK



Transforming Meetings™

A Unique One Day Productivity Programme

“The quality of everything we do depends on the quality of the thinking we do first” Nancy Kline

If, like many professionals, you spend between 1/3 – 2/3rds of your day in meetings, you want to get the very best from them. Yet sometimes meetings just aren't as productive as you'd like; not everyone contributes equally, the purpose gets lost, and people can leave with a sense of frustration that time and energy has been wasted.

With some small - yet deeply significant - shifts in minds and behaviours, aided by simple - yet sometimes challenging - techniques, consistently applied, meetings can be transformed into highly productive and satisfying experiences. Where everyone plays a part, new ideas and solutions are generated, and meetings result in concrete decisions and actions that get followed through.

Sounds good? It is. This unique programme will show you how!

What's different about this approach?

We use the extraordinarily powerful framework developed by Nancy Kline of Time to Think - The Thinking Environment® - a set of conditions that have been consistently shown to increase people's capacity for good thinking together.

Do you want to...

- Create an environment in which people feel valued, equal, engaged and thus more likely to participate?
- Create a shared sense of responsibility for the success of meetings?
- Get the best thinking from everyone in the room, not just a few?
- Generate better ideas, solutions, decisions and commitment to following through agreed action?
- Use time efficiently so that meetings can be both quick *and* productive?
- Enable differences of opinion to be voiced, respectfully and productively?
- Create a positive culture that ripples out from the meeting?

If you do, then you will learn that the way people behave with each other in meetings determines the quality of the thinking in them – and beyond. And be able to apply that learning, instantly.

Who'll benefit?

- Anyone who chairs or leads meetings of any kind, large or small;
- Sub teams or project groups who want to be skilled in working together;
- Those who want to become more creative or participative in meetings;
- Those leading culture change with a vision to build positive collaboration and inclusion.

What's the format?

The programme for 6-12 people runs over a day.

We can run it for mixed or intact groups, and work on real, live issues, tasks or projects. This allows everyone to experience how very practical it is and to apply the principles immediately in their work – both in their own team and in other meetings they participate in.

So productive meetings will become more widely felt in the whole organisation. It will ripple out from there.

Who will run the programme?

Linda Aspey, FBACP, FCMI, MA, Time to Think Global Faculty, and CEO of Coaching for Leaders. Linda has studied and worked with the Thinking Environment since 2008, bringing the proven benefits to organisations, groups, teams and individuals.

Transforming Meetings™

Outline of the One Day Productivity Programme

The workshop will give everyone the unique experience of being in and creating a Thinking Environment®. In the morning you will be introduced to the *Ten Components of a Thinking Environment* and the four “Building Blocks” of *Thinking Pairs, Dialogue, Rounds, and Open Discussion*, and towards the end of the day, be able to bring these together in a real meeting.

Additionally, you will experience the power of a *Time to Think Council* as a unique way of sharing collective experience to solve problems and build new ideas.

Get ready to say goodbye to boring meetings!

09.30	Welcome and agreements Purpose and provenance of the Thinking Environment Introductory Rounds Overview of the Ten Components (In depth discussion of the Components will be woven in naturally during the day)
10.30	Introduction to Thinking Pairs Thinking Pairs practice followed by review
11.00	Break
11.15	Introduction to Dialogue Dialogue practice followed by review More on Rounds Introduction to Open Discussion Open Discussion practice followed by review Reflections and questions from the morning
13.00	Lunch
13.45	Introduction to The Time to Think Council Time to Think Council practice and review
14.45	Break
15.00	Transforming Meetings preparation The Transformed Meeting in practice followed by review
16.30	Reflections on the learning today Taking the learning and the Thinking Environment from today into your work and wider life
17.00	Close