

Logbook for UWM “Making Meetings Magic” March 22, 2022
Meeting Challenges and Antidotes

| Challenges | Antidotes |
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| “Make-work” group, wanting to find a purpose for the group. | Clearly define the purpose and check for understanding. |
| Inequity in “air time” - hard to get opinions from “quiet” people | Conscious facilitator, willing to hold structure and invite participation from everyone. Talking stick. Option to use non-verbal expression (post-it or chat). Using rounds to create equivalence. |
| COPA - community organization; planning meetings can be frustrating to find a direction or make a collective decision (membership) | Having clearly defined, well understood processes and following them. |
| Ineffective facilitation / leadership | Having clearly defined, well understood processes and following them. Training. |
| Increasing projection onto leader - conviction about “James Bond villain” | Willingness to ask people to leave the group - find other ways for them to contribute. Having agreements and following them. |
| “Kill the leader” culture | Work on self-responsibility and understanding habitual pattern of projecting onto authority figures. |
| “Lucy” in a group (Charlie Brown) - couldn't understand their perspective. How to understand rather than taking personally and becoming defensive. | Culture of feedback, dialogue and inquiry to try to understand what is precious to each other. |
| Having one consistently challenging and disruptive member! | Inquiring about what this person needs and trying to find alternative, less disruptive strategies for them to satisfy these needs. |
| People who don't follow structure then complain about it. | Clear process, structure and opportunities for feedback rather |

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| | than complaint. |
| People who have a hidden agenda - not sharing it but that's what they are reacting from. | Inviting transparency and honesty about what's important. |
| People have alliances with others outside the group who have agendas - directing the group from afar. | Inviting transparency and honesty about what's important. |
| Hidden alliances within the group - lack of transparency | Inviting transparency and honesty about what's important. |
| Trying to revisit or undo previous decisions | Clear understanding of group processes and norms. |
| Having a “bully” in the meeting - without awareness. E.g. strong opinion without listening to others' opinions. Continue trying to revisit after decision made. | Inquiring about what this person needs and trying to find alternative, less disruptive strategies for them to satisfy these needs. Clear understanding of group processes and norms. |
| People treating others as “less than” - not giving credence to other opinions. | Invitation to curiosity and understanding, accepting other voices. |
| Lack of structure or not following stated structure, nobody able & willing to bring it back. | Clear, well understood processes and practice / training in facilitation. |
| Getting “in the weeds” distracts from the big picture - going down rabbit hole | Clear, well understood processes and practice / training in facilitation. |
| Lack of authenticity / transparency - not being lovingly honest with each other.”Being nice rather than being real.” Agree and disagree with love. | Inviting transparency and honesty about what's important. |
| Lack of responsibility and self-responsibility - what I do affects others. | Cultivating a culture of self-responsibility and feedback. |
| Meetings too long by intention or by accident. Not paying attention to physical limitations. | Clear, well understood processes and practice / training in facilitation. |

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| <p>Emotional content - “explode” when perceiving opposition to something precious.</p> | <p>Inquiring about what this person needs and trying to find alternative, less disruptive strategies for them to satisfy these needs. Clear understanding of group processes and norms.</p> |
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