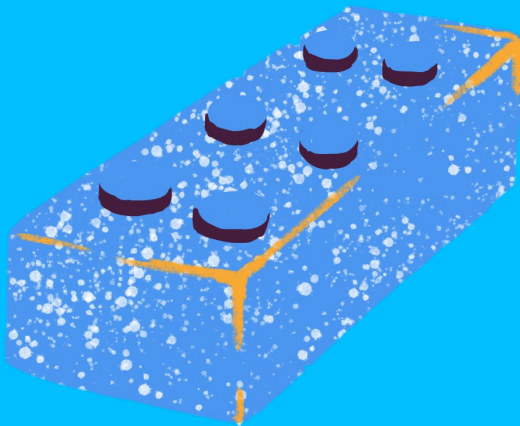


会議のニューノーマル

10 Ideas to Make Meetings More Effective



mct

It's time to rethink our meetings.

The emergence of COVID-19 led many companies to adopt remote work, and online meetings spread quickly. This change has given us a chance to rethink past practices and experiment with new ways of meeting. In this guidebook, we present 10 ideas for making meetings more effective. Some of them may not be common yet, but they are things you can try right now.

#1 Make It Remote First

#2 Use Whiteboard Tools

#3 Separate Synchronous & Asynchronous

#4 Incorporate Games for a More Flexible Process

#5 Make It a Workshop

#6 Use Ideation Tools

#7 Discuss in Small Groups

#8 Record & Share

#9 Design for Before & After the Meeting

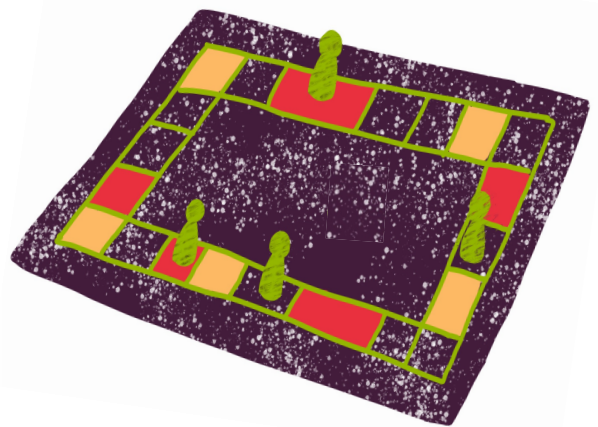
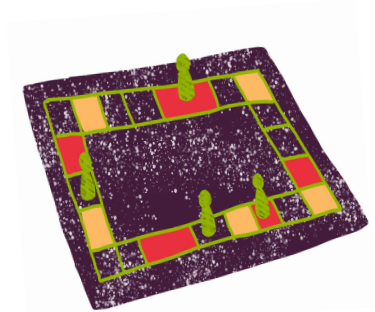
#10 Change Where You Attend From



#1

Make It Remote First

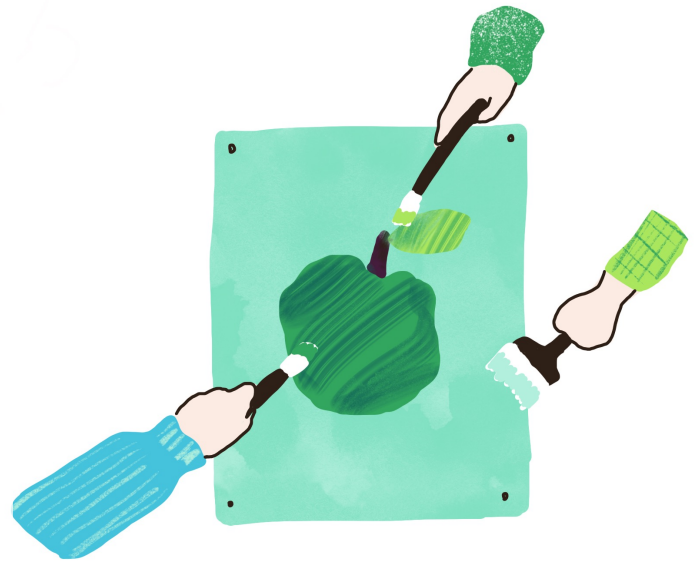
Being remote friendly means allowing people the option to work remotely. However, there are problems with remote friendliness. For example, several people may gather in an office conference room, while others may join the meeting remotely from home. However, simply allowing people to participate in a meeting remotely can create a stressful situation for participants from home, as they cannot see the entire meeting room through the screen, cannot read the writing on the whiteboard in the meeting room, and cannot easily join in the conversation with the people in the meeting room. Therefore, we recommend remote first - setting the remote workers at the center of the meeting so that everyone can work more fairly. If it's a meeting, for example, make sure that each participant who joins from the conference room also joins from a device. That way, everyone can participate in the meeting under the same conditions. 'Remote First' is also a great way to prepare for unforeseen circumstances, such as disasters. Increasing the agility and flexibility of organizations and teams with remote first approach is the new normal of how we work.



#2

Use Whiteboard Tools

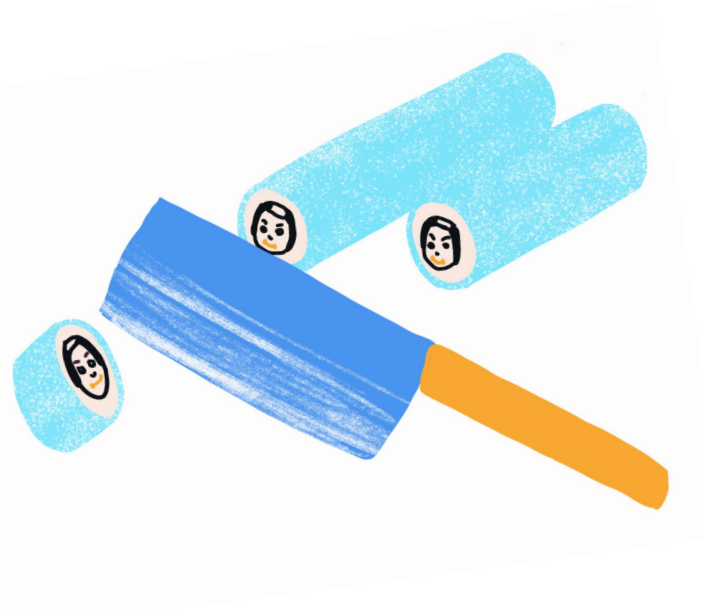
With an online whiteboard tool, you can do the same things as with a physical whiteboard, but without having to gather in a meeting room. Online whiteboard tools allow you to "visualize" the meeting by transcribing what was said on the spot into sticky notes, moving the stickies around, and rearranging them. With everyone looking at one whiteboard instead of at each other, the discussion can be more focused and attendees can concentrate on the discussion at hand. The act of writing on sticky notes and moving them on the screen has an effect similar to actually moving your body. Thinking with the body activates thinking and enhances the creativity of the meeting. This is why we have made available an easy-to-use tool that digitizes a complete set of whiteboards, sticky notes, writing instruments, and other materials and templates. Online whiteboard tools are the most powerful tools for the new normal of meetings.



#3

Separate Synchronous & Asynchronous

Meetings, especially online meetings, are not typically aimed for getting individuals to think deeply. Instead of trying to work through everything in one meeting, try dividing the meeting activities into two parts: the part where individuals should think deeply, and the part where they should gather to share, evaluate, and make decisions. You can improve the efficiency and quality of meetings by separating out the parts to be thought about in depth by individuals, so that each can do it at a time which suits them. Physical meetings don't allow for unlimited use of meeting rooms or supplies, or leaving the room in tact afterwards to save progress. It made sense to execute a meeting on the spot because of physical restrictions. With online whiteboard tools, you can use as many whiteboards as you like, at any time, and leave them there forever. Beyond whiteboards, there are other tools which support asynchronous collaboration, such as Notion and Loom. Thanks to such technologies, the premise of meetings has changed dramatically over the past few years. The new normal is to combine synchronous and asynchronous meetings.



#4

Incorporate Games for a More Flexible Process

Much of our work today is experiencing rapid change. Even in meetings, agendas increasingly include items dealing with uncertain and complex issues. If we continue with the usual routine "process" for meetings which deal with highly uncertain issues, the meetings will not rise to the occasion, and new ideas will not emerge. What is missing from this standard "process" is surprise and improvisation. "Process" dominates the atmosphere of the meeting. The use of games in meetings can free participants from the effects of "process," as games contain a sense of surprise and improvisation. Incorporating "games" into your meeting to turn them into a place for emerging ideas. Focusing on the "game" frees participants from the "process" and allows room for creativity. There are many ways to incorporate "games" into a meeting. For example, simply presenting the agenda as a quiz or fill-in-the-blank question can be effective. What "games" can you turn your meetings into?



#5

Make It a Workshop

If the discussion doesn't reach a conclusion by the end of the meeting, there may be a problem with the way the meeting is conducted, for example, facts and opinions are being discussed without being organized. In such cases, let's turn the meeting into a workshop by using the steps of Design Thinking.

1. Share the facts
2. Gain insights from the facts
3. Use the insights to generate ideas
4. Evaluate and agree on ideas

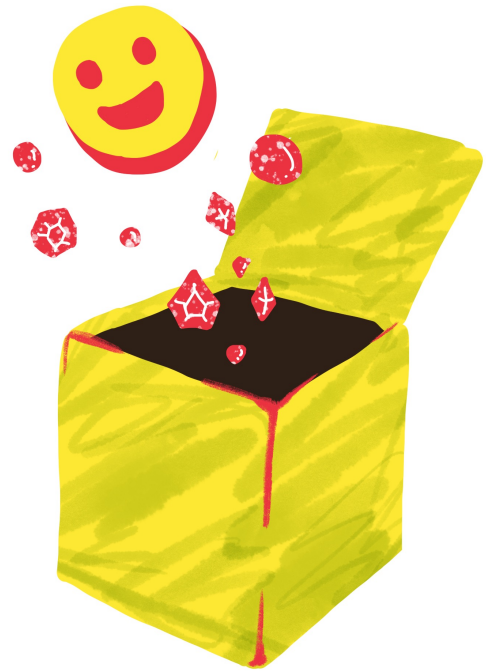
Using the above four-step process to reshape your meeting into a workshop format can quickly transform a scattershot meeting into a productive co-creation session. For those accustomed to more traditional ways of conducting meetings, an approach using a predetermined set of steps may at first glance seem circuitous and time-consuming. However, the workshop format often leads to a deeper understanding of the issues and more creative ideas in a shorter amount of time.



#6

Use Ideation Tools

Breakthrough ideas come from the combination of fundamentally dissimilar objects. However, we are accustomed to thinking in terms of superficially close objects, and we are not good at finding combinations of dissimilar objects. Therefore, we use ideation tools to force us to think of combinations of dissimilar objects. Ideation tools are not only for the R&D departments. Have you ever heard of Osborn's Checklist? This checklist was also originally designed to make meetings more creative. If you want to focus on a lot of ideas in a short period of time, you should be actively incorporating some kind ideation tool. With an ideation tool, you can turn a ho-hum meeting into an opportunity for lively ideas to emerge.



#7

Discuss in Small Groups First

Often there are meetings where only a few people speak at every meeting. To address this kind of situation, first discuss in small groups before then discussing the results in larger groups. For example, each person should come up with a single idea, which is then shared and discussed in pairs. Next, the conclusions summarized by the pairs are discussed in small groups and recapitulated. The results are then shared with the whole group, and the conclusions are summarized. In such a way, divergence and convergence are repeated, and discussions are converged step by step. By giving everyone a chance to speak, important opinions and ideas that have been buried without being voiced until now can be brought out. Participants become more active, and mutual understanding among participants is deepened. Conclusions drawn in a step-by-step manner will create a sense of ownership for all.

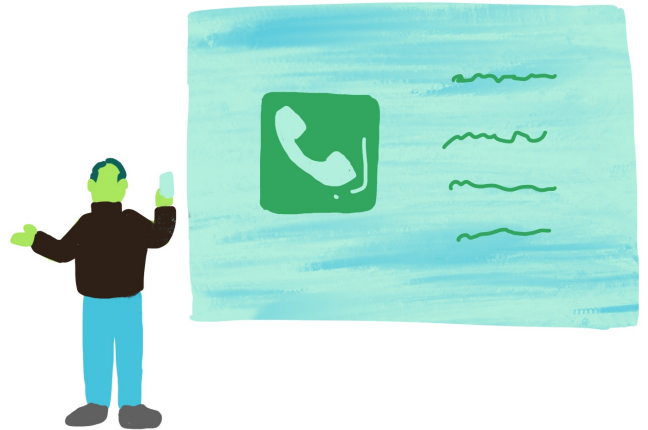


#8

Record & Share

The more people attending a meeting, the less time there is for each person to contribute to the meeting. You may need to reconsider whether it's necessary to ask of participants' time, calling everyone to every meeting just because they are relevant to the agenda. Instead, limit the number of members required to attend the meeting, and record it so that those who do not attend can review it later and add their comments and advice.

It's also common that someone may be suddenly unable to attend a meeting due to an unexpected event. To prepare for this, share materials and explanatory videos in advance, and allow for asynchronous discussions. The new normal for meetings is to allow for unforeseen circumstances and to allow for flexible participation.



#9

Design for Before & After the Meeting

Whether it is dividing the content of the meeting into synchronous and asynchronous sessions, incorporating games into the meeting, using a workshop format, using ideation tools, or recording the meeting so that it can be shared, each attempt will require appropriate preparation. Take the time to design well the meeting materials and templates, as well as the invitations to participants and follow-up, before and after the meeting to ensure that the meeting is smooth, enjoyable, and satisfying for all participants. Neglecting to prepare for a meeting just because it is an internal meeting may place a variety of burdens on the participants. As a result, you will waste time and energy of the attendees. Think of your meeting participants as valued guests at your house party. Design your meeting to be enjoyable and fulfilling for your guests.



#10

Change Where You Attend From

Our thinking is greatly influenced by location. For example, a place with a good view is good for thinking big. Places we experience for the first time are good for thinking about new things. If your company allows people to attend meetings from outside the office or home, try changing the location of the meeting. A nearby park or scenic location, a café or co-working space with a good meeting environment, or a new destination. Share your screen background with other participants. A different view can be a gift to other participants.





mct