

Check-in

Exercise Description

Description

Observations of thousands of meetings reveal that if an attendee does not speak in the first 5 minutes, the likelihood they speak at all drops dangerously close to "0."

Brain-savvy leaders understand this and start meetings by offering up a question that everyone can answer.

It can be a business-related – a recent success, a metric check, a "Wish or Wish not" for the meeting, where someone is on the Courage Scale.

Or it can be less formal – best thing that happened over the weekend; first concert; most recently played song on your smart phone; first car.

The object is to establish comfort quickly by introducing everyone's voice up front.

Purpose

- To create an accepting atmosphere that is conducive to participation
- To reduce potential hostilities within a group
- To have everyone hear their own voice
- To reinforce messages of welcome
- To share a positive diversity experience

Recommended for

- Teams
- Training groups
- Meetings
- Families

Check-out

Exercise Description

Description

At the end of a meeting, everyone has a chance to "close out" with the group by sharing their commitment or their biggest take away from the meeting.

Purpose

- To reduce the possibility of confusion, misinterpretation or mixed messaging.
- To share impressions and learnings with the group.

Recommended for

- Teams
- Training groups
- Meetings
- Families