

## The Team Meeting, Adding Dollars To Your Bottom Line!



If you already read the articles on the One-on-one meeting and the Toolbox meeting, you will be starting to notice that the purpose of the majority of the meetings is for the leader to support the team members. This goes for the team meetings as well!

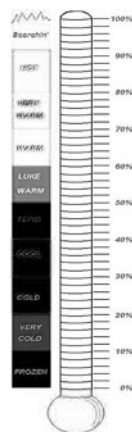
The only difference with the team meeting is the main purpose is to bring the team together. In fact, the word team can be broken down into a four letter acronym that stands for: together everybody achieves more. The idea that "together everybody achieves more" needs to be part of the leaders message at every available opportunity. It needs to be part of the vision casting.



The team meeting can obviously be used to disseminate information and keep all of the team members in the loop with the direction of the business, and what's been happening. Its main purpose is to encourage the team to contribute to this setting of team goals. So the leader needs to be encouraging the team to identify what the team can come together and accomplish.



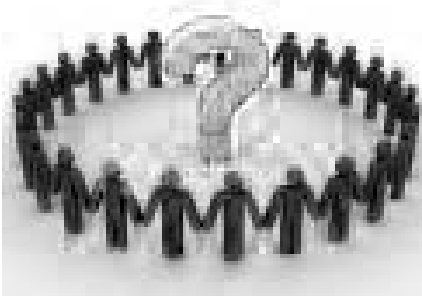
For example, you can ask the team to contribute ideas about setting targets for the end of the month, whether it be administrative, sales, production, safety, etc. Get the team's input as to how the goal can be measured, and most importantly get the team to contribute ideas as to what the reward for the accomplishment of this goal could be. More often than not, you will find that team will be choosing rewards that will bring the team together, for example, going out for a meal after work, paintball, go- carting, and the list goes on. But rarely will you find they want financial reward for the accomplishment of the goal.



It is also worthwhile to have what is called, the viewable scoreboard. An example of a viewable scoreboard, is the graphic of a thermometer, you may have seen some organisations use when raising money. But you could simply use a graph or a whiteboard or whatever means the team suggests to measure their progress. But don't underestimate the power of the viewable scoreboard.

The role of the leader in a team meeting is more of a facilitator or conductor rather than running the show. The leaders should be simply ensuring that the team meeting remains positive and focused on the agenda of the meeting. Of course, the leader can contribute to suggestions, they must remember that the purpose all the team meetings is to bring the team together and for the team to really feel that they are positively contributing to how the business is run.





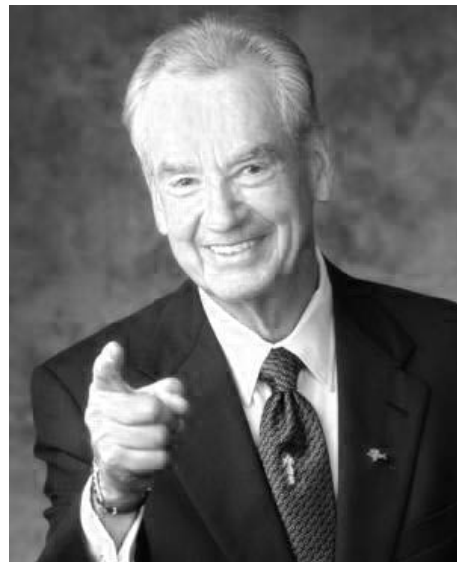
The team meeting is also a tremendous environment to get input from the team members in relation to decisions that will affect the team members. Understanding that the

And above all, ensure these meetings happen. Even if, in the beginning, they don't seem to be effective, continue on with them until you cracked the code on how to get the best out of the meeting. As Zig Ziglar says.

**“If something is worth doing, it's worth doing poorly. Until you can do it well.”**

business is the responsibility of the business owner, and at the end of the day, often the business owner needs to make the final decision, it is always advisable to allow the team to have input in decisions that are going to affect them. They at least need to be heard, and their input needs to be considered.

Team meetings are also a great opportunity to encourage leadership in individual team members. This can be done by encouraging different team members to take responsibility for chairing or running the team meeting. This is of course made easier by ensuring there is an agenda template that can be easily accessed and followed by the team members.



As with any meeting, it is essential for the person running the meeting to be clear on its purpose, and the rules and guidelines of the meeting. To ensure the participants remain focused on the agenda and contribute in a positive and supportive way. The person running the meeting must ensure that it doesn't turn into a “whine fest”. Also, be sure that meetings stay to time, to allow people to get on with what they need to, and they don't end up creating a negative association to the team meeting because it tends to drone on and on.

To download simple meeting agenda templates, go to...

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