



Stomp the Elephant in the Office

Elephant-Buster Group

Agenda #1: Organizational Meeting

(1 Hour)

This agenda is designed to be used as your first meeting agenda where you co-create the group's focus and agreements. This agenda is simply a guide. Adapt it and use the questions and components that are relevant to your Elephant-Buster Group. Consider providing paper and pen and asking each person to write their answers to the questions you ask before sharing with the whole group. This supports each person to become more fully engaged in the group by actively thinking about each question that is asked.

Welcome:

Introduce yourself and welcome the group.

Meeting Opener:

Ask each person to:

- Introduce themselves – name, company, department, role/title.
- Explain how they know you or the person who invited them.
- Choose one meeting opener, such as one from the list below, and ask each person to share their response as part of their introduction to the group:
 - What is one of your greatest strengths as a leader?
 - What have you have found most valuable from the book so far?
 - A meeting opener of your choice.

Establishing the Focus for the Group:

Share what is important to you about this group, such as what outcomes you want to achieve, and why.

Ask each person to write 2-3 outcomes they want to experience from their participation in this group and why. Once everyone is done writing, ask each person to share. You may choose to capture everyone's desired outcomes on a list or on a flip chart. You and the group can then refer back to this periodically to assess your progress.

Visit www.stomptheelephant.com for more information on transforming how work gets done.



Stomp the Elephant in the Office,

by Steven W. Vannoy and Craig W. Ross

Elephant-Buster Group Handbook

Co-Creating Group Agreements:

Group Agreements are essentially how you as a group agree to operate together.

Ask the members to write down what is important to them about how you operate together to make this group enjoyable, productive and valuable. An alternative question: What are the guidelines that will support this group in getting the most value out of this experience?

Share any specific agreements that are important to you and why these are important to you. Ask the group if they are willing to agree. To create the most ownership within the group and ensure you aren't inviting any elephants into the group, consider limiting your personal list to a few guidelines that are most important to you and then co-create the remaining agreements. Another alternative is to wait until several guidelines have been shared by group members and then share one of yours.

Ask each member to share one agreement that is on their list and share why this is important to them. By sharing one agreement each, you create a better opportunity for every group member to contribute something unique to your agreements, otherwise the first person may share everything one or two other members had on their lists! Explore agreements as needed to make sure everyone is in accord.

After you've heard one agreement from every group member, ask for any additional rules that have not been shared. Make sure you have time to hear from everyone.

Discuss any others from the following list that you believe are relevant or may be of value to the group.

- *Will you rotate leadership of the meetings with each member taking a turn to lead the agenda?* (Note: Most Elephant-Buster Groups share leadership in this way and find it creates more ownership, engagement and momentum for the group.)
- *When do you cancel and reschedule a meeting?* When less than 100% can attend? Less than 75%? When the scheduled leader of that meeting cannot attend?
- *What is the expectation of those who cannot attend a meeting?* Do they read through the agenda and e-mail their thoughts to the rest of the group? What if they need to miss two meetings in a row?
- *Will someone take minutes at meetings?* If so, how will these minutes be used by the group members? Who will take the minutes – will this rotate each week? Are minutes expected to be everything that was said or simply the highlights or just the commitments each member makes for applying the concepts and tools for the coming week? (Note: Most Elephant-Buster Groups do not take minutes, however most group members make their own personal notes during the meetings.)
- *How important is it to the group to start right on time?* If you agree to wait for those running late, how long do you wait?

Visit www.stomptheelephant.com for more information on transforming how work gets done.



Stomp the Elephant in the Office,

by Steven W. Vannoy and Craig W. Ross

Elephant-Buster Group Handbook

- *Do your meetings end strictly at your end time or is it okay with the group to run over a few minutes or more? What can be the risk if the meetings consistently go over the scheduled time?*
- *How do you want to approach the agendas? The agendas are designed for an hour, unless otherwise stated. However, each group is unique and will engage in the questions differently. Is the group most interested in finishing each agenda or more interested in delving deeply into those areas the group has the most interest and energy?*
- *Does each member write their answers to a question on the agenda and then share with the group? What could be the value of this for the individual members? For the group? (Note: The agendas are designed with space to write notes.)*
- *How will you build accountability in each other, including holding yourself accountable? This includes commitments group members make to grow as leaders between sessions, as well as their commitment to attendance and participation.*
- *What is the focus of our time together – the office? Home? Both? Can different group members focus on different areas? What could be the value of that?*
- *What is the expected participation? Is it okay, if a member is on a conference call line, if they are checking their e-mail during the meeting? Doing other work? Do you ask all members to turn their cell phones off or on vibrate for the meeting? Do members agree to only take emergency calls during the meeting? Do members agree to take calls outside the room?*
- *What are the expectations for applying the concepts and tools outside of the meetings? Is it okay if one or more member is more interested in discussing the concepts in the meetings and simply observing their environment between meetings? Is it important to the group that everyone is applying the concepts and tools somewhere in their lives so other group members can learn from them? Can someone choose not to share during a meeting?*
- *What is important to the group about confidentiality? Can group members share their own stories and insights outside of the group? What can they share about what they learn from other group members? What should they not share?*
- *What strategies will you use as a group to ensure everyone that wants to speak during a meeting has a chance to do so? Will you rotate who shares first to each question? Do you wish to agree to laser sharing – sharing that is concise and to the point? Is there a member in each meeting who is the process check person – they watch the time and may interject when a conversation seems to be recycling and restating the same point that has already been made?*
- *Will there be refreshments? If so, how will that be managed? Do you meet at a restaurant and split the bill? Do you rotate a member bringing snacks each week? Do members bring their own lunch if the meeting is over lunchtime? Do you only have food on special occasions?*

Visit www.stomptheelephant.com for more information on transforming how work gets done.



Stomp the Elephant in the Office,

by Steven W. Vannoy and Craig W. Ross

Elephant-Buster Group Handbook

Elephant-Buster Group Logistics

Discuss meeting logistics – dates, times, location for at least the first few meetings.

Provide members the website address – www.stomptheelephant.com - and ask them to either print out the entire free Elephant-Buster Handbook, or retrieve the agenda for each meeting. (Another option: Print one Elephant-Buster Handbook and then ask the meeting leader to make copies for the group). Decide who will lead which meetings.

Ask for a volunteer to forward a contact list of member information to the group. Include name, company/department/role, e-mail address and phone number(s).

Meeting Closer:

Ask each group member to share what is one area – home or work – that you are looking forward to moving forward as a result of this Elephant-Buster Group and why is this important to them?

Member Contact List

Name	Co/Dept/Role	E-mail	Phone

Visit www.stomptheelephant.com for more information on transforming how work gets done.



Stomp the Elephant in the Office,

by Steven W. Vannoy and Craig W. Ross

Elephant-Buster Group Handbook

Elephant-Buster Group

Meeting Date & Time	Meeting Location	Meeting Leader	Agenda	Group Member Preparation (Parts or Chapters to read prior to the meeting)
			Agenda #1	Part One
			Agenda #2	Parts Two & Eight
			Agenda #3	Part Three
			Agenda #4	Part Four
			Agenda #5	Part Five
			Agenda #6	Part Six, Chapters 27-32
			Agenda #7	Part Six, Chapters 33-38
			Agenda #8	Part Seven

Visit www.stomptheelephant.com for more information on transforming how work gets done.

© 2008 Wister & Willows Publishers, Inc.

Part 0 org mtg_Final.doc

Organizational Meeting - Page 5